



Facility Management

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SUBJECT: Capitol Complex Keys and Card Access

All Capitol complex buildings are controlled and secured by a master key locking and card access system managed by the North Dakota Highway Patrol.

Secure card access is required to enter a building during non-working hours (see After-Hours Access policy) and requires completion of [Key/Card Authorization SFN 52180](#).

Each agency will designate an individual to request keys/cards and ensure their return upon employment termination.

Keys/cards issued to an employee are the responsibility of that employee, and should be reported immediately if lost or stolen.