

## 0250.07 Physical Key Issuance and Return

Issued: July 30, 2018  
Revised: September 25, 2023  
Reviewed: June 03, 2025  
Next Review Date: June 03, 2026

### PURPOSE

---

To establish uniform procedures for the production and issuance of physical keys to DTMB-managed facilities. The key issuance policy does not apply to agency-owned facilities, leased facilities, or modular furniture.

### APPLICATION

---

Executive Branch Departments and Sub-units.

### CONTACT AGENCY

---

Department of Technology, Management and Budget (DTMB)  
Cybersecurity & Infrastructure Protection (CIP)  
Office of Infrastructure Protection (OIP)  
Telephone: 517-335-6735

### SUMMARY

---

As most DTMB-managed facilities utilize electronic access control, physical keys (for both exterior and interior doors) will be issued only when necessary. Additionally, Grand Master, Master and Building Entrance keys will be issued only with the approval of the Facilities Supervisor and the DTMB Access Control Supervisor or their designee. Each Authorized Approver must determine if physical keys are necessary for an employee to complete their assigned duties and request the required keys through the Michigan ID Card Access Request Process ([MICARP](#)).

Physical keys shall be returned to an employee's immediate supervisor upon leaving employment from a department.

### APPLICABLE FORMS

---

[Michigan ID Card Access Request Process \(MICARP\)](#)

### PROCEDURES

---

Issuance and production of physical keys to DTMB-managed facilities shall be managed by Cybersecurity & Infrastructure Protection (CIP), Office of Infrastructure Protection (OIP). Physical keys shall be issued only through the Michigan ID Card Access Request Process (MICARP).

Authorized Approvers shall be responsible for management and oversight of keys issued to agency personnel. When an individual's need for a key(s) no longer exists, regardless of the reason, it is the responsibility of the employee's agency to collect

the key(s) from the employee. Authorized Approvers are responsible for maintaining a key inventory for their agency. Key inventory should be audited at least annually by the Authorized Approver.

Creation/duplication of keys, other than by DTMB OIP, is prohibited. Unauthorized duplication of keys could result in disciplinary action up to and including dismissal.

Instances of keys being acquired in an unauthorized manner shall be reported to the appropriate Human Resources office.

Grand Master, Master and Building Entrance keys shall be issued only with the approval of the Facilities Supervisor and the DTMB Access Control Supervisor or their designee.

Keys will not be issued to construction project contractors working in a facility. Contractors should obtain keys from and return keys to the Facilities Supervisor daily.

To obtain a physical key:

#### **Employee or Supervisor**

---

1. Determines which physical keys are required and completes the Michigan ID Card Access Request Process (MICARP).

#### **Supervisor**

---

1. Collects all issued keys from employee upon employee departure.
2. Returns all Grand Master, Master and Building Entrance keys to DTMB OIP.

#### **Authorized Approver**

---

1. Verifies requested keys and approves Michigan ID Card Access Request Process (MICARP).

#### **DTMB OIP**

---

1. Produces requested keys and delivers to employee.
2. Closes MICARP request.

\*\*\*