SAFES AND VAULTS **8024**
(Revised 3/82)

The following standards apply to safes and vaults housing either cash or valuable documents:

1. The combination will be known to as few persons as possible consistent with operating requirements and the value of the cash or documents safeguarded.

2. A record will be kept showing: (a) date the combination last was changed and (b) names of persons knowing the present combination.

3. The combination will be changed when it becomes known to an excessive number of employees, or if any employee having knowledge of the combination leaves the employ of the State agency, or no longer requires the combination in the performance of his or her duties.