



OKLAHOMA CITY COMMUNITY COLLEGE

**NO. 3020 STORAGE**

Each accountability unit shall be assigned a designated storage area. Storage space within office areas shall be held to a minimum and reserved for those items critical to daily operation.

Archived files and records too large for an individual department's office area storage space should be microfilmed and/or stored in the assigned areas.

Items shall be stored in a specified location by department. Keys to storage areas will be maintained solely by the Materials Control Department. A log will be kept by the Materials Control Department documenting personnel entering storage areas. No one shall access any storage area without approval from a supervisor of the accountability department.

The record and the accuracy of the record of the items stored in the warehouse areas shall be the responsibility of the department to whom the items belong.

Effective Date: 12-20-1994