

### **Spare Key/Archives Security Policy**

- The archives door is secured with a keypad lock.
- The code to the door shall be re-set by the Porter Secretary each year after the new Board is elected.
- Once re-set, the code shall be distributed only to Board members. Should the code be shared with anyone beyond the sitting Board it must be re-set immediately.
- The code shall never be provided directly to a shareholder; rather a Board member shall personally remove and return the key.
- Should a shareholder need access to their spare key, they must contact a Board member to retrieve the key on their behalf; the Board member is responsible for providing the key to the shareholder personally and promptly returning it to the box when the shareholder is done.

Approved by Action of the Board of Directors  
January 22, 2018