Town of New Lebanon
Key Policy

Signing of Form Required

A. Each Town official and employee will sign a form acknowledging the receipt of any and all Town keys assigned to him or her.

B. This form will indicate the key issued, the date issued and serial number, if any.

Failure to Return Keys

Any Town official or employee who fails to return Town keys within 15 days of his or her last day of service will be billed the expense of replacement key(s) and rekeying of lock(s).

Town Clerk's Responsibilities

The Town Clerk is hereby designated as the "keeper of the keys." In this capacity, he or she will:

A. Sign out and collect keys.

B. Maintain a written and/or electronic log of key assignments.

C. Communicate to the Supervisor any reports of lost or stolen keys.