

# **BUSINESS AND BOARD ADMINISTRATION**

<b>BUSINESS AND BOARD ADMINISTRATION</b>	<b>3000</b>
<b>SECURITY POLICY</b>	<b>3091</b>

- 3.11 Money shall be secured nightly in a vault or suitable safe or deposited daily in a bank account.
- 3.12 Filing cabinets containing personal/confidential information (including OSR cards) shall be locked when not supervised.
- 3.13 3.13.1 Building specifications shall provide for design and construction to meet appropriate security standards.
- 3.13.2 Current buildings will be upgraded to meet the standards of this policy.

