

Safe Deposit Box

Borderlands Unitarian Universalist

Purpose

A safe deposit box shall be maintained for the purpose of keeping important original documents in a safe, secure, and offsite location.

Procedure

1. Contents of the box are to be inventoried and kept current by the Treasurer. A copy of the inventory is to be available in the church business office.
2. Access to the safe deposit box is limited to the Treasurer and President of BUU. The Treasurer and President shall each have keys to the box and surrender them upon leaving office.
3. Photocopies may be made of any non-confidential documents, these copies are to be kept in the business office and are available on a need-to-know basis.

This policy supersedes any pre-existing policy

Adopted March, 2024