



Election Storage Access Key Log

The purpose of this form is to document the control, transfer, and disposition of access keys, cards, fobs, or other controls used to access election-related equipment or storage locations. Document whenever a key, card or fob is transferred from one person to the next. This form is not required for counties who document the assignment and return of keys in a different format.

| <u>Date/Time</u> | <u>Key Identifier</u> | <u>Signature of Releaser</u> | | <u>Signature of Receiver</u> | |
|------------------|-----------------------|------------------------------|---------------------|------------------------------|---------------------|
| | | _____ Signature | _____ Print Name | _____ Signature | _____ Print Name |
| | | _____ Signature | _____ Print Name | _____ Signature | _____ Print Name |
| | | _____ Signature | _____ Print Name | _____ Signature | _____ Print Name |
| | | _____ Signature | _____ Print Name | _____ Signature | _____ Print Name |
| | | _____ Signature | _____ Print Name | _____ Signature | _____ Print Name |
| | | _____ Signature | _____ Print Name | _____ Signature | _____ Print Name |
| | | _____ Signature | _____ Print Name | _____ Signature | _____ Print Name |
| | | _____ Signature | _____ Print Name | _____ Signature | _____ Print Name |
| | | _____ Signature | _____ Print Name | _____ Signature | _____ Print Name |

*A copy of this form should be retained by the Election Official.