

ISOO Training Tip #16

November 2018

TOPIC: Combination locks, out of service equipment and repairs

Who can change the combination of a dial-type lock?

Only persons authorized access to the level of information protected within can change the combinations to dial-type locks.

When should combinations be changed?

There are three conditions under which combinations will be changed.

- 1 - When the lock is placed in use.
- 2 - When a person who knows the combinations no longer requires access.
- 3 - When a combination has been subject to a possible unauthorized disclosure.

What steps must be taken when security equipment is placed out of service?

- 1 - It shall be inspected to ensure that no classified information remains
- 2 - The combination lock should be reset to a standard combination of 50-25-50 for built-in combination locks or 10-20-30 for combination padlocks.

When can key operated locks be used?

Under special circumstances, an agency head may approve the use of key operated locks for the storage of Secret and Confidential information.

What about repairs?

The neutralization and repair of GSA-approved security containers and vault doors will be in accordance with FED STD 809.

Reference: [32 CFR 2001.43](#) Storage



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