



# City and Borough of Sitka

PUBLIC WORKS

100 LINCOLN STREET • SITKA, ALASKA 99835  
PHONE (907) 747-1804 • FAX (907) 747-3158

## KEY ISSUE / RETURN RECORD

Key Series: \_\_\_\_\_

Issued To: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Issued/Authorized By: \_\_\_\_\_

Date: \_\_\_\_\_

*I understand that the Key being issued to me is the property of the City and Borough of Sitka, and agree to return it within 15 days of completion of the sport season, or upon request. In addition, I will not duplicate this key nor loan it to anyone else. I agree that I will be responsible for key or lock replacement costs to the City if this key is not returned upon termination.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Keys are to be returned to City and Borough of Sitka, Public Works Department,  
100 Lincoln Street, 2<sup>nd</sup> floor

NOTE: Record of key return needs to be documented below.

Returned By: \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_