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Safe Deposit Manual



A Practical Guide to Safe Deposit Operations

The MBA Safe Deposit Operations Manual is designed for use as a guide and reference in every Minnesota bank offering safe deposit services. The MBA, along with representatives from the Minnesota Safe Deposit Association, completely revised the manual in 2012, so the manual contains information on recent law changes and the most up-to-date recommended procedures. It is available in PDF format which is downloadable from the MBA website. Updates will be produced as needed and emails will be sent out automatically to every subscriber. There is a small fee for the updates.

Here's What You Get

The MBA Safe Deposit Operations Manual includes a glossary of terms, sample forms and complete discussions of the following topics:

- The Lease
- Types of Rental
- Rental & Surrender Procedures
- Access Procedures
- Appointment of Deputy
- Incompetents and Minors
- Deceased Renters
- Control of Keys and Locks
- Vault Equipment and Security

The safe deposit operation is unique because it is one place in which the dollar value of a customer's assets is unknown. Banks should surround every vault transaction with maximum care because an improper transaction can lead to a liability of unknown, but possibly tremendous, proportions. Establishing and following routine procedures is critical. The MBA Safe Deposit Operations Manual provides a standard for your bank's safe deposit operations.

How to Order

The manual is available to MBA members for \$100.00 plus sales tax. Non-members may purchase the manual for \$200.00 plus sales tax. Your assurance of satisfaction — if you are not totally satisfied with the manual for any reason, return it for a full refund.

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If you have any questions, contact Kathie Babcock at
 952-835-3900 or kathieb@minnbankers.com.

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