

LOST AND FOUND RESPONSIBILITY

PURPOSE: To assign responsibility for maintaining a University "lost and found" depository.

POLICY: The Campus Safety shall be responsible for the University's lost and found depository.

DATE APPROVED: July 7, 1999

REVISED: September 1, 2007

PRACTICES & PROCEDURES:

- I. Any item found in offices or buildings should be kept there only until the end of the workday and then taken to Campus Safety.
- II. All items claimed require signature on a claim sheet.
- III. All unclaimed items held by Campus Safety for more than 60 days shall be given to charity, auctioned off, or disposed of annually in June.