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.