

CHAPTER 5: Administration

Procedure 5C.2/11: Lost and Found

Lost and found is located in the Security Office at each campus.

Items found anywhere on the campus should be turned in to the Security Office or the Information Center. Information Center staff will contact Security Officers to retrieve and store items according to the following procedure.

1. Each item turned in will be tagged and recorded.
2. All portable storage media/devices (e.g. USB Drives, CDs/DVDs, Magnetic and optical) will be given to the Information Technology Office on each campus
3. Each item returned to its owner will be signed for by the proper owner or official designee.
4. Unclaimed items will be held for 60 days. During that time, unclaimed items may be claimed by the owner. After 60 days from the time it was turned in, the property will be given to charitable organizations. USB storage and documents containing confidential data will be destroyed.

History:

10.2009 Changed location for lost and found from Information Centers to Security on each campus.