

## POLICIES AND PROCEDURES

Subject: Lost and Found Depository Reference: E-X

Source: Vice President, Student Services Eff. Date: August 27, 2003

Approval Auth.: President Approved: \_\_\_\_\_

Remarks: Source title change only - this policy replaces previous  
policy dated February 9, 2001.

Date: August 27, 2003

A "lost and found" depository shall be maintained through the Office of Career Development Services and under the supervision of the Director, Career Development Services.

Each item will be entered into a log. The log will provide general information e.g., description, date and location where item was found. Reasonable efforts will be made to identify the owners of lost and found items, especially if the items bear identifying information or have extraordinary value.

Each item will be kept in storage for a maximum of 90 days. At the end of 90 days, the items will be forfeited. Career Development Services will donate forfeited items and/or the proceeds from the sale of forfeited items to charity.