

POLICIES AND PROCEDURES

Subject: Lost and Found Depository Reference: E-X

Source: Vice President, Student Success Eff. Date: April 11, 2019

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated January 16, 2015

Date: April 11, 2019

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

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. Student Development Services will donate forfeited items and/or the proceeds from the sale of forfeited items to charity.