



Policy Name: Lost and Found

Custodian of Policy: Vice President for Student Affairs and Enrollment Management

Date of Adoption: July 2000

Date of Next Review: September 2032

POLICY:

The Minnesota State University Security office is the main Lost and Found repository for the University. Each building has a satellite repository which is picked up by Security staff weekly during the academic school year and every two weeks during the summer.

Items will be considered lost when found in an area where items are not normally left for a period of time or after the building is closed to the general public. If an item is found which may be stolen or contraband, University Security must be contacted immediately.

Employees of the University must turn in all lost items found, either to a supervisor or directly to one of the 18 lost and found satellite repositories on campus. Other individuals who find lost items are encouraged to turn them in to a satellite repository or to University Security.

Owners trying to find lost items should contact the nearest repository located where they believe that their item was lost and inquire about the item. The owners may also contact University Security to describe the lost item and the location where they believe the item was lost or go on to University Security's "Report a Lost Item" page to electronically report a lost item.

Reasonable efforts are made to return items to the rightful owner, but the University assumes no liability if an item is returned to the wrong individual or if an item placed in a repository is mislabeled, misplaced, or damaged.

Items which are unclaimed by the owner will be processed according to the procedures outlined in the Lost and Found Procedure.

Rationale:

The University is host to a large number of people on campus. Inevitably, many lost personal belongings are discovered on University property and are submitted to the

University in anticipation that the owners will claim the items. Having a policy helps ensure that lost items are handled efficiently and securely.

History of Revisions:

Effective Date of Last Review: August 1, 2026

Date of Last Review: September 2025

Revisions Made:

Enter revisions here.

References:

Vice President's Recommendation

President's Approval