



## Procedure Name: Lost and Found

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

Date of Adoption: July 2000

Date of Next Review: September 2032

### PROCEDURE

Lost items can be reported on the University Security Report a Lost Item page on the University Security webpage.

Found items should be submitted to the University Security Office in Wiecking Center 222 or to the nearest lost item repository; a complete list of 18 repositories is available on the University Security website. Employees may also submit found items to their supervisor. Security staff will retrieve all items each week during the academic school year and every two weeks during the summer. Items considered valuable (phones, purses, wallets, valuable jewelry, state or dorm keys, etc.) are retrieved as soon as possible.

To claim an item owners must identify their property and provide a picture identification. The security office is open Monday through Friday between 8:00 a.m. and 4:30 p.m. Summer hours are 7:30 a.m. to 4:00 p.m.

Items are kept for six (6) months before disposal.

### Exceptions:

1. Because of sanitation-related issues, items such as the following will not be considered lost items and will be disposed of immediately:
  - a. Food or food items, including alcoholic beverages
  - b. Personal hygiene or cosmetic items
  - c. Soiled or otherwise unusable clothing or personal items
2. Certain items are too common to be handled as lost property and can be disposed of by the University immediately:
  - a. Pens, pencils and other supplies that have a value under \$10 (unless found bundled such as in a backpack or supply box)
  - b. Items with little or no value (under \$25), excluding jewelry or moneys (cash, coin)

3. Any property with multiple contents will be assessed for items that require immediate disposal, personally identifiable, or high value items. If contents require immediate disposal, they will be removed from the property.

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