

Minnesota State University, Mankato  
University Procedure

<b>Procedure Name:</b> <u>Lost and Found</u>	<b>Effective Date of Last Review:</b> <u>July 1, 2019</u> <u>August 1, 2026</u>
<b>Custodian of Procedure:</b> <u>Vice President for Student Affairs and Enrollment Management</u>	<b>Date of Last Review:</b> <u>September 2018</u> <u>2025</u>
<b>Date of Adoption:</b> <u>July 2000</u>	<b>Date of Next Review:</b> <u>September 2025</u> <u>2032</u>

## PROCEDURE

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

Minnesota State University, Mankato Security office located in Wiecking Center 222 is the main Lost and Found for Minnesota State Mankato the University. Each building has a satellite area which is picked up by Security staff weekly during the academic school year and every two weeks during the summer. Lost and found items can be claimed at any of the 18 lost and found repositories on campus before they are turned over to University Security. Items considered valuable (phones, purses, wallets, valuable jewelry, state or dorm keys, etc.) are retrieved by University Security upon notification from the satellite repositories and 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 are collected 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. An attempt is made to notify the known owners of found property.

If you wish to claim an item or have questions on a lost item contact the Security office. Owners will need to must identify their property and provide a picture identification. to claim their item(s). 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.

Monday to Friday

Summer Hours

8:00 a.m. to 4:30 p.m.

7:30 a.m. to 4:00 p.m.

Owners will need to identify their property and provide a picture identification to claim their item(s).

You may also fill out an ONLINE LOST AND FOUND REPORT by going to the Security office web site. Lost items can be reported on the University Security Report a Lost Item page.

**Formatted:** Strikethrough

Items are kept for six (6) months; items are held for at least one full semester before disposal.

with the following 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.

Lost and found items can be claimed at any of the 18 lost and found repositories on campus before they are turned over to University Security. Items considered valuable (phones, purses, wallets, valuable jewelry, state or dorm keys, etc.) are retrieved by University Security upon notification from the satellite repositories and all items are collected every Thursday.

**Exclusions:**

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:
  - 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.

#### Lost and Found Procedure Review Process

- Policy Consultation Committee Review [add date]
- Informal Review [add date]
- Formal Review [add date]

#### Vice President's Recommendation

Signature and Date

President's Approval

Signature and Date