

POLICIES AND PROCEDURES

Lost and Found Property Policy

Designated Officer: Executive Director, Information Services

Council Approval: C01/70, 27 November 2001

Last Amended: N/A

Related Policies:

Overview

The Lost and Found Property Policy provides for the handling, retention and disposal of found property at the University of the Sunshine Coast. Lost Property is defined as items including cash/valuables that have been reported to the University as lost/stolen on University property. Found Property is defined as items including cash/valuables that have been found on University property and reported to the University. Claimed Property is defined as items of found property which have been claimed by either the owner or the finder. It is the role of the Registry Office to administer the procedures for lost and found property.

Policy

1. Lost Property
 - 1.1** All enquiries concerning property lost on campus are to be directed to the Registry Office.
 - 1.2 Details of all lost property are to be recorded in a Lost Property Register.
2. Stolen Property
 - 2.1** Property considered to be stolen is to be reported to Security in the first instance.
 - 2.2** Security is to report any stolen items to the Registry Office.
3. Found Property
 - 3.1 Found property is to be sent to the Registry Office.
 - 3.2 All items of found property are to be recorded in the Lost and Found Property Register.

4. Claimed Property
 - 4.1 Found property being claimed is to be recorded in the Claimed Property Register.
5. Retention & Disposal of Found Property
 - 5.1** Found property is to be retained within the Registry Office for the specified period pertaining to the requirements of the Lost and Found Property Procedures detailed in Item 5.7 Table 1.

Disposal action for found property in the first instance provides for the right of the finder to claim property before the nominated disposal action listed in the Lost and Found Property Procedures Item 5.7 Table 1.

Lost and Found Property Procedures

1. All items of property found on campus should be handed in at the General Enquiries counter, Administration Building. Registry Office staff will record in the Lost and Found Property Register details of the find.
2. Any cash found will be counted by Registry Office staff in the presence of the finder.
3. Registry Office staff will take reasonable steps to identify and contact the owner of an item of found property. Where an owner is located and claims the item, the owner will be required to provide proof of identity and acknowledge receipt of the property by signing the relevant entry in the Lost and Found Register.
4. Registry Office staff will include in the Lost and Found Property Register details of items owners believe they have lost on campus, together with relevant owner contact information. If such items are subsequently handed in, Registry Office staff will endeavour to contact the owner, who may claim the property in person by signing for it in the Lost and Found Property Register.
5. If found property has not been claimed after a period of three months and there is no means of identifying the owner, the finder of the property may claim it. The finder will be required to sign for such items claimed.
6. If found property has not been claimed by the owner or the finder after a period of six months, the property will be disposed of at the discretion of the Registrar.