I. POLICY STATEMENT

The UMBC community will have access to a University Policy on Lost and Found Property.

II. PURPOSE OF THE POLICY

The purpose of the Lost and Found Property Policy is to provide procedures for the accountability and safekeeping of currency and tangible personal property lost or abandoned on property owned, leased, operated by, or under the control of UMBC.

III. ENTITIES AFFECTED BY THIS POLICY AND IMPACT STATEMENT

The Commons Information Center (“CIC”) is responsible for the collection and safekeeping of lost or abandoned property found on UMBC property. The CIC Manager is responsible for the property management function and administration of the Lost and Found Property Policy for UMBC. The CIC is located in The Commons. All lost and found property found on UMBC property must be taken to the CIC during operating hours within one week of possession of the property. If it is too difficult to transport the item to the CIC, then one of the contacts listed below should be called. CIC hours can be found on The Commons website. Property recovered when the CIC is closed should be turned in directly to the University Police.

IV. APPLICABILITY

All members of the University community will be affected by this policy.

V. CONTACTS

If you have specific questions, call the following offices:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact Department</th>
<th>Contact</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Clarification</td>
<td>Commons Information Center</td>
<td>Assistant Director of the Commons</td>
<td>51446</td>
</tr>
<tr>
<td>Questions when the CIC is closed</td>
<td>Police Department</td>
<td>Communications Officer</td>
<td>53136</td>
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VI. UNIVERSITY POLICY

Custodian – The CIC Manager will be designated as the Property Custodian and is responsible for the control of all property accepted by the CIC. Property recovered when the CIC is not open shall be turned over to the University Police who will subsequently turn the property over to the CIC.

A. Accounting – Whenever a new Property Custodian is appointed, the outgoing Property Custodian will complete a property inventory.

B. Security and Storage – Property will be stored in a secured area of the CIC. The Director of the Commons, the Associate Director of the Commons, the CIC Manager and CIC staff members will have access to the property. The CIC Property Custodian shall maintain a property record system that reflects the location of the property; the date and time received or released; the character, type and the amount of the property; the dates and the results of the inventories of the property conducted by the CIC.

C. Disposal of Property – Disposal of lost and found property will be in accordance with state law governing lost, unclaimed or abandoned property and this policy. Lost or abandoned personal property shall be held for a period of one year during which time the owner may file a claim with the CIC to recover the property. The validity of the claim shall be determined by the Property Custodian.

i. An individual finding lost or abandoned property has a priority claim, and will be notified that the claim must be exercised within the 30 days after the one year holding period. The Property Custodian will be responsible for providing such notice where the identity of the person finding such property is known. A written record of notice will be maintained.

ii. Unclaimed lost or abandoned personal property may at the discretion of the Property Custodian, and with the approval of the Director or Associate Director of The Commons, be disposed of after one year and thirty days.

iii. Proceeds from the disposal of lost or abandoned property will be deposited into the UMBC General Fund Account.