



**UMBC POLICY ON LOST AND FOUND PROPERTY
UMBC # VIII-1.21.01**

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. APPLICABILITY AND IMPACT STATEMENT

The Campus Information Center (CIC) is responsible for the collection and safekeeping of lost or abandoned property found on UMBC property. The CIC is located in main lobby of The Commons. The Associate Director for The Commons is responsible for the property management function and administration of the Lost and Found Property Policy for UMBC.

All lost and found items 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 a task 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 (<http://www.umbc.edu/thecommons>). Property recovered when the CIC is closed will be delivered to the UMBC Police Dept.

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

IV. CONTACTS

If you have specific questions, call the following offices: Subject	Contact Department	Contact	Telephone
Policy Clarification	The Commons Administration	Associate Director of the Commons	5-1446
Questions when the CIC is closed	UMBC Police Department	Communications Officer	5-3136

V. UNIVERSITY POLICY

- A. Property Custodian – The Associate Director of The Commons 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 delivered to the UMBC Police Dept. who will subsequently turn the property over to the CIC.

- B. Accounting – Whenever a new Property Custodian is appointed, the outgoing Property Custodian will complete a property inventory.
- C. Security and Storage – Property will be stored in a secured area of the CIC. Lost or abandoned bicycles will be stored and inventoried by the Department of Facilities Management. The CIC will accept most items except for those that pose a health or a safety concern (e.g. food containers, clothing, weapons, or illicit substances & associated paraphernalia)

The Property Custodian shall maintain a property record system that reflects

1. The storage location of the property
2. The date and time received or released
3. The character, type, and the quantity of the property

The Associate Director of the Commons, the Commons Coordinator for the CIC, and student employees of the CIC will have access to the property storage areas & the associated records. Student employees of the CIC will receive comprehensive training on the policy, procedures, and property record system during The Commons Fall Training Program. A full inventory of the Lost & Found Property Storage will be conducted by the property custodian (or designee) at the conclusion of each full semester.

- D. 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 issue a claim with the CIC to recover the property. The validity of the claim shall be determined by student employees of the CIC, the Commons Coordinator for the CIC, and/or the Property Custodian.

Certain items of relatively low value such as sunglasses, USB drives, lanyards, keys, compact discs (CDs), and Identification Cards will be disposed of at the conclusion of both the Fall and Spring Semesters. If these items are turned in during the final two weeks of a semester, then we will hold them over through the following semester.

- i. An individual finding lost or abandoned property has a priority claim, and may 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, 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.

VI. DEFINITIONS

Property Custodian	The Associate Director of The Commons will be designated as the Property Custodian and is responsible for the control of all property accepted by the CIC.
CIC	Campus Information Center

VII. APPROVAL AND PROCEDURES

- A. Pre-approval is not applicable.
- B. Approval is not applicable.
- C. Procedures: See note above regarding procedures. Note: Should any forms or procedures outside of the policy apply, the “link” to these documents is to be included here.

VIII. DOCUMENTATION: NA

IX. RESTRICTIONS AND EXCLUSIONS: *None*

X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES: *None*

Policy Number: VIII-1.21.01 (formerly unnumbered)

Policy Section: Fiscal and Business

Responsible Administrator: Associate Director of the Commons

Responsible Office: The Commons Administration

Approved by President: 7/1/08

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