

LOST AND FOUND PROCEDURE

The following procedures apply to the accountability and safekeeping of currency and tangible personal property lost or abandoned on property owned, leased, or operated by or under the control of Frostburg State University.

All lost or abandoned property can be turned into the following areas: Student and Educational Services Office, Hitchins Administration Building room 120; the Lane University Center Information Desk; the Lewis J. Ort Library main desk; the Office of Public Safety, and the Stangle Building. Lost or abandoned currency will be deposited in the Business Office.

Each lost and found area will keep in a separate bound ledger an accurate record to include a brief description of the item, the date it was turned in and the identity of the person turning it in, as well as a record of its final disposition. In place of a bound ledger, the Public Safety Department may use a Maryland State Police Form 63 to record found property. Any lost or abandoned tangible item will be held for a period of one year during which time the owner must file a claim for recovery. The individual who found the abandoned or lost item(s) then has the next priority to claim which must be done within 30 days after the one year holding period expires. If neither occurs, currency is deposited into the general fund, and other items may be sold, donated to a charitable organization or disposed of.

The coordinator of lost or abandoned property shall be the Director of Public Safety or his/her designee. All responsibilities of coordinating recordkeeping, and the eventual disposition of such property will rest with that person.

(Internal)