Administrative Procedure

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Effective:	4/16/2012
Supersedes:	5/21/1985
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Subject: Disposition of Lost, Unclaimed or Abandoned Property

1.0. PURPOSE:

To establish procedures for the care, restitution, and disposition of lost, unclaimed or abandoned property.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, including auxiliary organizations.

3.0. REFERENCES:

3.1. California Civil Code, Section 2080.8.

3.2. California Administrative Code, Title 5, Sections 42375 and 42376.

3.3. California Education Code, Section 89724.

3.4. Integrated CSU Administrative Manual (ICSUAM), Policy Number 3250.01.

3.5. Cal State L.A. Administrative Procedure 707, Subject: Records Retention, Management and Disposition Program.

4.0. POLICY:

4.1. The University will provide for the care, restitution, sale or destruction of unclaimed, lost, or abandoned property. This policy does not apply to property abandoned in student housing.

4.2. Release of Property - Found property will be released only to the owner unless the owner waives title thereto in writing. When the true owner is unknown or cannot be located or has waived title in writing, the property shall be disposed of in a manner prescribed by law.

5.0. DEFINITIONS:

5.1. Found property - Property found by a person to whom it does not belong.

Approved: _____ **Date:** _____

6.0. RESPONSIBILITIES:

6.1. University employees, students or visitors will:

6.1.1. Report lost property to University Police.

6.1.2. Promptly turn over found property to University Police.

6.2. University Departments will:

6.2.1. Refer all individuals attempting to return found property to University Police. If the individual insists on leaving the item(s), the department should arrange to have it delivered to University Police within twenty-four (24) hours or contact University Police to make arrangements for the item(s) to be picked-up.

6.3. University Police will:

6.3.1. Accept and log in all found property.

6.3.2. Attempt to return found property to its rightful owner.

6.3.3. Retain lost and found disposition records as required by the Chancellor's Office.

6.3.4. Dispose of all unclaimed property in a manner prescribed by law.

6.3.5. Operate the Lost and Found Office during regular business hours, Monday-Friday.

7.0. PROCEDURES:

7.1. Found Property - University Police will accept all found property. The staff member receiving the monies or valuables will acknowledge receipt, assign an identification number, and log all receipts in the property book. All monies and valuables will be secured. When proper identification can be made, University Police will attempt to notify the owner of the item(s) and return the found property.

7.2. Inquiries for Lost Property - Individuals may inquire at the University Police office regarding lost property. A "lost item" form will be filed if the item has not been turned in. If the article is subsequently turned in, University Police will notify the owner.

7.3. Release of Property - Found property will be released only to the owner unless the owner waives title thereto in writing. When the true owner is unknown or cannot be located or has waived title in writing, the property shall be disposed of in a manner prescribed by law.

7.4. Disposal of Unclaimed or Lost Property

7.4.1. Unclaimed or lost property valued at or above three hundred dollars ($300) shall be retained for at least three (3) months. After such time, the property shall be sold at public auction to the highest bidder.

7.4.2. Public notice will appear once in the University Times and a newspaper of general circulation within Los Angeles County at least five (5) days prior to the sale.

7.4.3. No property may be claimed after it has been scheduled for public sale.

7.4.4. Items containing an electronic storage device will be sanitized and wiped clean of any existing data prior to being made available for any sale or auction, or otherwise disposed. In the event the value of the item is such that the campus would not make it available at any sale or auction, the item shall be physically destroyed in a manner pursuant to the ITS User Guidelines for Data Sanitization.

7.4.5. The campus may dispose of any property upon which no bid is made at any sale.

7.4.6. Items valued under three hundred dollars ($300) may be donated to another public institution or not-for-profit organization or otherwise disposed.

7.5. Items that would not reasonably be expected to be sought after by an individual or items that would be of concern for basic sanitary reasons will not be accepted as lost property and will be disposed of in a manner prescribed by law.

7.6. Proceeds of Public Sale - Monies received and interest earnings from the sale of unclaimed property shall be used for scholarships and loans to students enrolled at the campus at which such sale is held.

7.7. Record Retention - Lost and found disposition records will be maintained for one (1) year.

8.0. APPENDICES:

N/A