

LOST & FOUND AND ABANDONED PROPERTY

Section: Residence Halls – All Halls

Policy: When items are left in or around campus housing facilities after the owner has vacated, or when there is not ownership indicated on items, the items will be considered lost or abandoned. After reasonable attempts to contact the owner, UGA Surplus Property should be contacted to take the belongings.

Purpose: The purpose of this policy is to provide guidelines regarding procedures for lost and abandoned personal property.

Definitions:

Lost and found is defined as unclaimed property that belongs to an unidentified person.

Abandoned property is unclaimed property that belongs to a known person who can be contacted for retrieval.

Scope: This policy applies to staff, residents, visitors and guests of University Housing.

Procedure:

- I. When an abandoned or lost item is found, staff should return it to the community office for the building in which (or closest to) the area where it was found.
- II. The receiving staff member should note the date, time and party turning in the property on a log kept for abandoned or lost property, as well as the location where the property was found. If the owner of the property is known (i.e., abandoned property following resident's check-out, or name of owner is indicated on property), this should also be documented in the log.
- III. The assistant director in the corresponding residential community shall store the item.
- IV. Staff members should contact the UGA Police immediately if the item found has personal identifying information (i.e. a wallet, purse, credit/debit card, driver's license, checks or passport) or has an estimated value greater than \$100.
- V. University Housing will not accept cash as lost and found and should refer students to UGA Police.
- VI. If the owner is known, staff should make reasonable attempts to contact the owner and document those attempts.
- VII. If the item is retrieved by the owner, staff should check the owner's identification log the retrieval, with the staff member's name who is returning the property, the date and time. Owners should sign the log indicating that they have retrieved the item(s).
- VIII. If abandoned property is not retrieved by the owner within 15 business days, staff will submit a work request for the property to be turned over to UGA Surplus Property for disposal or storage.

- IX. If lost and found items are not claimed by the first week of the new term, staff will submit a work request for the property to be turned over to UGA Surplus Property for disposal or storage.
- X. Lost UGA identification cards should be returned to the UGA Card Office located in the Tate Student Center.

Revised and approved by management team: April 13, 2021

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