

**TITLE: POLICY ON LOST OR ABANDONED PROPERTY**  
**POLICY NUMBER: 014**

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**I. REASON FOR POLICY**

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To establish a single campus policy for handling lost and found items that provides clear direction to employees for the proper safeguard, inventory, and, as required, disposal of item(s) found by University employees at any location throughout the campus.

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**II. POLICY STATEMENT**

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Periodically, lost property or abandoned item(s) (e.g.: clothing, wallet, small appliances, etc.) are found on campus. Any such item, regardless of value, is considered lost property. Lost or abandoned property found in and around the residence halls should be turned over to the Residence Hall Director in the residence hall in which the property was found.

Lost or abandoned property found in and around any non-residential area should be returned to either University Police in Gregory Hall or the Campus Life office in the William's Center. Custodial employees working in these areas should return these items to the supervising janitor in charge of their shift. Supervising janitors will refer these items to University Police.

It is never appropriate for a Fredonia employee to take any found item or property from campus-including items found in and around a dumpster or garbage can-without following this policy and securing Director level approval. Failure to comply with this policy may subject an employee to disciplinary action.

The only exceptions to this policy are for recyclable items and cans or bottles returnable for deposit.

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**III. AUTHORITY FOR POLICY**

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Adopted May 3, 2006 by the authority of the President's Cabinet.