



Lost and Found Policy

Any article found on campus, including money and valuables, should be promptly delivered to the nearest building's custodian. University Police generally does not accept or hold lost property. Lost property that is unsuitable for storage due to space constraints or health and safety concerns will be immediately disposed of in the sole discretion of the university. The university holds all other lost property for a minimum of thirty days and then donates, sells, destroys, or otherwise disposes of the property.

The Wilkinson Student Center has a dedicated lost-and-found office that annually updates a list of lost-and-found locations in buildings across campus. Some building custodians transfer lost articles to the Wilkinson Student Center Lost and Found. A person who has lost an item may request it from a building's designated lost-and-found location or from the Wilkinson Student Center Lost and Found.

APPROVED: 6 Jan 2020

PRIOR VERSION: 31 Jul 2001

APPLICABILITY: This policy applies to all university personnel, students, and visitors to campus.

POLICY OWNER: Student Life Vice President

RESPONSIBLE OFFICE: Dean of Students Office

IMPLEMENTING PROCEDURES: [Lost and Found Procedures](#)

RELATED POLICIES:

- [Physical Facilities Policy](#)