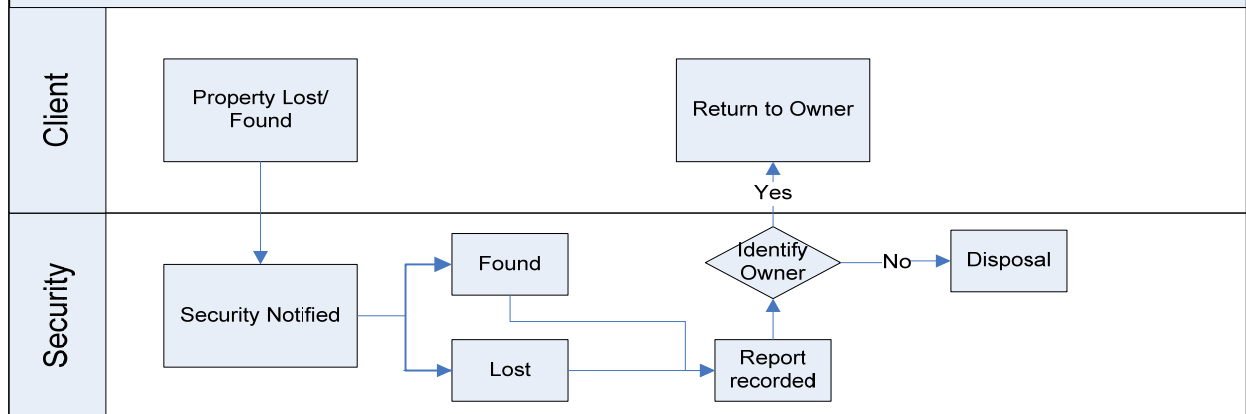


**Intent:**

To record notification, receipt, storage, return to owner and disposal of lost and found property.

All property found on the grounds of Charles Darwin University should be handed to the Security and Traffic Administrator, front counter, Building 31. Security makes every effort to contact owners of lost property by means of any identification available.

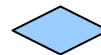
**Lost and Found Property**


Key:

Process Step



Decision Step



Process Step	Summary of Process	Responsibility
Lost Property Notifications	If the loss is reported in person, that person will be required to enter the details on a Lost Property Notification Form. If the loss is reported by telephone or other means such as email, the person taking the message will enter the details on the relevant form.	Client
Lost Property Recorded	<p>Details on all lost and found property handed into Security will be recorded in the Iris database and given an item number. An identifying label will be attached to the item. Property will be placed in the lost property cupboard.</p> <p>When the property is claimed by the owner, the owner's details will be recorded in the Data base including details relating to the identification and ownership by the claimant.</p>	Security
Property Found	Same process as for Lost Property.	Security
Disposal of Unclaimed Property	<p>Where any item of property is not claimed within the period of four (4) months, such property will be disposed of as follows:-</p> <ul style="list-style-type: none"> <li>• Destroyed or put to waste</li> <li>• Given to charity</li> <li>• Disposed of in any other manner as deemed appropriate and approved by the Assistant Director, Asset Services</li> </ul> <p>The details of all items disposed of are recorded on the Lost Property Disposal Form, certified by the Disposing Officer and witnessed by the Manager Facilities Services</p>	Security, Assistant Director Asset Services & Manager Facilities Services

<b>Custodian:</b> Chief Financial Officer Finance and Asset Services	<b>Date Approved:</b> 19 May 2006	<b>Version:</b> 1.0 - Current
<b>Approved:</b> Vice Chancellor	<b>Review Date:</b> May 2008	<b>Page 2 of 2</b>