



## Division of State Parks

General #00-12	Lost and Found	Rev. 10/2013	Page 1 of 1
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**PURPOSE:** To provide a uniform methods of dealing with lost or found items, and specify appropriate disposal methods when items remain unclaimed beyond designated time limits.

**ORGANIZATION:** The Division of State Parks will establish procedures for handling lost and found items.

**PRIOR POLICY:** This policy supersedes the prior policy dated 3/14/02.

### PROCEDURES:

Each Park Supervisor will:

- I. Keep accurate records of lost or found items, in park files, to include:
  - A. Description of item(s).
  - B. When and where lost/found.
  - C. Name, address, and telephone number of owner and or/finder.
  - D. Date returned.
  - E. Name, address, and telephone number of person to whom the item was returned (so that there is a record of where the item went).
- II. Keep found items in a secure place until claimed or for ninety (90) days.
- III. Dispose of all unclaimed property after ninety (90) days in the following priorities or destroy as deemed appropriate:
  - A. Attempt to locate the finder and determine if he/she desires the item. If the finder desires the item(s), it will be made available for pick-up or shipped at finder's expense. Division employees will not be eligible to retain items.
  - B. If the lost and found item is usable for park use, (and the owner or finder does not desire its return) it will be added to the park's inventory. If the park cannot use the item, the park supervisor will advise his/her regional manager who will then contact the other regional manager as to the availability of the item in question. Park supervisors or regional managers can claim the item upon written request, for state use only.
  - C. Items may be donated to an appropriate bona fide charitable organization at the park supervisor's discretion.

Original signed by:  _____ <b>SIGNED</b> Eric Johnson, Acting Administrator	  _____ 10/28/13 Date
Original signed by:  _____ <b>SIGNED</b> Leo Drozdoff, Director	  _____ 10/28/13 Effective Date

Review Date: \_\_\_\_\_