

## **NEW RIVER COMMUNITY AND TECHNICAL COLLEGE**

Policy Number: D.1200

Effective Date March 3, 2005

**TITLE:** Lost and Found Policy

**RATIONALE:** To establish a procedure for lost and found items. To establish one location at each campus for lost items to be collected and attempts made to locate the proper owner.

### **POLICY STATEMENT**

1. All items that have been found on each campus are to be turned in to the following locations within the following business day:

Mercer County Campus: Main Office

Raleigh County Campus: Main Office

Greenbrier Valley Campus: Front Desk

Nicholas County Campus: Student Services Desk

2. All recovered items are tagged and logged for identification purposes.
3. Each Regional Director of Operations, will use all available methods of communication including the student newspaper, The Bulletin, and the posting of a list of recovered items periodically in an attempt to locate proper owners.
4. All unclaimed items will be disposed of at the end of the academic year. The method of disposal will be with administration approval.

**RELATED POLICIES:** None

**RESPONSIBLE OFFICE:** Regional Director of Operations