

Lost and Found Property

Lost & Found Property

- There should be a separate recording system for lost and found property, which allows managers to cross-reference.
- Found property should be disposed of appropriately and in a manner that is auditable and open to scrutiny.
 - All lost property logged and put into storage, use log supplied.
 - Property should be kept, and disposed of after 3 calendar months.
 - Items of value, or of a sensitive nature should be passed onto the police.