

Executive Committee  
10<sup>th</sup> March 2011

## Imperial College Union

### Lost & Found Property Policy Presented by the Deputy President (Clubs & Societies)

Whilst Imperial College Union is unable to accept liability for lost or stolen property, it is the policy of Imperial College Union to reunite lost property with its original owner whenever possible. All found items will be entered into the Lost and Found Database and if possible the owner will be contacted as soon as possible. However, items cannot be securely stored indefinitely and as such items will only be retained for a maximum period of six months.

#### Property Retention Periods:

Clothing/misc	1 calendar month
Books/stationary	1 calendar month
Jewellery/money/other valuable items*	6 calendar months

\*For security purposes credit or debit cards will be kept for one calendar week and then destroyed.

#### Reclamation of items

Any person reclaiming property will be asked for information about the item and for photographic identification will be requested. The CID number of the person claiming the property will be recorded.

#### Disposal of unclaimed items

When an item is not able to be returned to its original owner, and has been securely stored for the pre-set time period they will be disposed of in an environmentally friendly manner. This will include donations to nominated charities.

March 2011