

ADMINISTRATIVE REGULATION 6541

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS AND FISCAL AFFAIRS

LOST MONEY OR PROPERTY

When money or property is found on campus, the finder should attempt to return it to the rightful owner. If unable to deliver the property, the finder shall immediately notify and transfer the money or property to the respective college police department.

Found property such as soiled clothes, water bottles, and other food containers will be discarded for health reasons. All other property shall be held for a period of three (3) months at the respective college police department. During this period, the lawful owner may claim the property. The lawful owner shall submit to the college police department an affidavit identifying and describing the lost property and present all the pertinent facts concerning the loss as to when, where, and how the property was lost. The lawful owner shall make a request for the property to be returned.

If the property is unclaimed after three (3) months, the appointed designee shall examine the property. Items that are determined to have no marketable value shall be destroyed or disposed of, as authorized by the Chancellor or designee. All remaining property shall be declared as surplus in accordance with Board Policy and Administrative Regulation 6550 – *Disposal of Property*. Unclaimed cash shall be deposited into an account to be used for student scholarships.

References:

California Education Code Section 70902

Civil Code Section 2080 et seq.

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