

Lost Property Policy



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Document

Document Name	Lost Property Policy
Brief Description	This Policy details the procedure to be followed in the recording of lost property handed into Griffith College, claiming of lost property and the subsequent disposal of unclaimed property.
Responsibility	Director, Student and Academic Services
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Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
02/08/2017	2	Policy changes prior to December 2019 are found on H drive.	Director, Student and Academic Services

Related Documents

Name	Location
N/A	N/A

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1 Purpose and Scope

1.1 Introduction

This Lost Property Policy sets out Griffith College's procedure to be followed in the recording of lost property handed into Griffith College, claiming of lost property and the subsequent disposal of unclaimed property.

1.2 Purpose

The purpose of this Policy is to provide guidance to staff members on the procedure to be followed regarding lost property.

1.3 Scope

This Policy applies to lost property received by Griffith College, but does not apply to lost property handed in to any other entity on the Griffith University campuses.

2 Policy Statement

2.1 Recording of lost property

All lost property handed into Griffith College will be registered in the Lost Property register. As part of this process the property will be given a number and a tag identifying this number will be placed on the item. The property will then be stored in the lost property storage area in the Griffith College Administration Office on the campus on which it was found.

2.2 Claiming of lost property

When a claim is made for lost property, the claimant will be asked to provide evidence of ownership. If there is no clear-cut evidence available, the claimant will be asked to describe the item. In this circumstance, the decision to release the property will be made by Griffith College. However, where there is any concern about the right of the claimant to the property, the matter will be referred to the College Director and Principal. In claiming the lost property, the claimant must present photographic identification (e.g. student ID card). The Lost Property register will be updated with the details of the person who has claimed the item.

2.3 Disposal of lost property

Lost property will generally be held for 3 months. At the end of that period, the unclaimed property will be disposed of at the sole discretion of Griffith College. The Lost Property register will be updated to record the disposal of the property.