

## LOST MONEY OR PROPERTY

The President of each college shall establish and maintain a depository for lost property. A signed record shall be maintained regarding item, finder/loss date, time, and miscellaneous information.

When property is found on any campus, it shall be the duty of the finder to deliver the property to the rightful owner, if known; otherwise, the finder shall deliver the property to the designated depository.

The property shall be held for a period of at least three (3) months. During this period, the lawful owner may claim the property. The lawful owner shall submit an affidavit identifying and describing the lost property and present all the pertinent facts concerning the loss, including, but not limited to, when, where and how the property was lost. The lawful owner shall make a request that the property 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 an appointed designee. All remaining property shall be sold at auction after a notice of sale has been published once in a newspaper of general circulation in the District at least five (5) days prior to the date of sale. The finder of the property may submit a finder's claim to the property at the public auction if the property is not claimed by the owner. (Employees of the district are excluded from this provision.) All unsold or unclaimed property shall be destroyed or disposed of as authorized by the Chancellor or Chancellor's designee (Calif. Ed. Code, Section 70902, and Civil Code, Section 2080 et. seq., and 2080.6).

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