

**POLICY GROUP:** NCT 400 – Health, Safety & Security

**POLICY TITLE:** Lost and Found

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### **A. Background and Definitions**

**Valuables:** Items including but not limited to:

- a) Wallets containing personal documents, credit cards, cash, cheques, money orders, etc.
- b) Passports and personal identification
- c) Cell phones, electronic devices including computers and tablets, and excluding USBs, phone chargers, ear buds, etc.
- d) Keys and key fobs; and
- e) Jewelry, excluding costume jewelry.

### **B. Purpose**

This policy provides the main principles related to property that has been found, its retention and disposal.

### **C. Scope**

This policy applies to all Niagara College students registered and attending classes at the Niagara College - Toronto (NCT) campuses.

### **D. Policy Statements**

1. All found items are to be turned in to Student Services. Perishable items and soiled clothing will not be accepted.
2. Where information regarding the identity of the owner is evident, efforts will be made to contact them to facilitate claiming of the item(s).
3. Items turned in will be retained and disposed of as indicated below:
  - a) All found valuables will be retained at Student Services for a maximum of thirty (30) calendar days.
  - b) Items containing personal information (e.g. passports, driver's license, etc.) that remain unclaimed after thirty (30) calendar days will be turned over to the

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Metropolitan Toronto Police Headquarters located at 40 College Street, Toronto ON M5G 2J3

- c) Unclaimed valuables, clothing, and non-valuable items will be retained for thirty (30) calendar days, after which, items in good condition will be donated to local charity; and
  - d) All remaining items will be disposed of.
4. Sharp items including used needles or syringes will be immediately disposed of in the biohazard disposal units located at various locations throughout the College.

**E. Related Documents**

None

**F. Document History**

Date	Approval/Review/Key Change(s)
Nov 29, 2023	NEW