



Facility Management

600 E. Blvd. Avenue Dept. 130 4th Floor 701-328-2471
Bismarck, ND 58505

Page Number: 1 of 1
Effective Date: 02/01/18
Policy Number: 01-18

SUBJECT: Lost and Found

If no owner can be located or no claim is filed under this section, the property is deemed abandoned and the seizing agency becomes the owner of the property and may dispose of it in any reasonable manner. *See* N.D.C.C. § 29-31.1-02

Any item turned in as lost and found to Facility Management shall be kept for 30 days, unless the item appears to be over a \$20 value, then the item shall be kept for 90 days. Items can be claimed during Capitol business hours at the Information Desk on ground floor. Facility Management will dispose of the items that have not been claimed within the appropriate timeframe.

A handwritten signature in blue ink that reads "John Boyle". The signature is written in a cursive style and is positioned above a horizontal line.

John Boyle
Director of Facility Management

A handwritten date in blue ink that reads "2-13-2018". The date is written in a simple, blocky style and is positioned above a horizontal line.

Date