

LOST AND FOUND POLICY

Items found on Macon State College campuses should be turned in to the Department of Public Safety. Public Safety staff will attempt to identify and contact the owner of all items. Contact will be made via the Macon State College student e-mail system. Lost and Found items can be claimed in the Public Safety Office, located in the Campus Support Services Building. All items will be kept for thirty calendar days after receipt of item or contact of owner. Items not claimed after thirty days will be donated or destroyed, as appropriate. All campus departments should turn unclaimed lost and found items in to the Department of Public Safety by the following Friday of the week in which the property was taken receipt of. Items found on the Warner Robins Campus should be turned in to the Business Office located in the Academic Services building. These items will be picked up by Public Safety on the following Thursday and will be kept for thirty days.