

DCTC Procedure 6.9.2 Lost and Found

Chapter 6 – Facilities Management

Part 1.

Lost Personal Items. Dakota County Technical College (DCTC) is not responsible for items left behind or lost by individuals while on DCTC property/premises. Personal property is the responsibility of the owner.

Part 2. Lost and Found.

Although the College is not responsible for personal property, DCTC would like to provide a convenient mechanism for assisting in the return of found items to their owner. The DCTC Lost and Found Procedure establishes guidelines regarding the handling and return of items found in the College, the disposition of unclaimed items, and a mechanism to track items reported lost.

Main Campus: The Operations Department serves as the main Lost and Found for the Main DCTC campus and is located in Room 2-514.

Apple Valley Campus: The front receptionist serves as the main Lost and Found at the Apple Valley Campus.

Eagan Campus:

Lost and Found items are secured by the Customized Training Representatives at the main reception desk.

DCTC North: Lost and Found items are secured by the faculty.

Part 3. Lost and Found Storage and Disposal.

Items are kept in the Lost and Found until the end of the current semester. Unclaimed items are donated to charitable groups in our community, students or on campus programs and services.

Related Documents:

- [Procedure](#)

Procedure History:

Date of Adoption: 08/04/2010

Last Revision Date: 06/05/2017

Date most recent procedure revisions go into effect: 06/05/2017

Date and Subject of Revisions:

06/05/2017- Updated title and history.