

NIH POLICY MANUAL
1420 - LOST AND FOUND
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1. Explanation of Material Transmitted: This chapter is being updated due to organizational title changes.

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A. Purpose:

This chapter explains procedures to follow for lost and found property on the National Institutes of Health (NIH) Enclave, in rental buildings occupied by NIH employees, and at the Animal Center in Poolesville, Maryland. The procedures apply to employees and visitors whether or not they are on official business.

B. Policy:

45 CFR 3, "Conduct of Persons and Traffic on the NIH Federal Enclave," states in S3.5:

"Lost articles which are found on the enclave, including money and other personal property, together with any identifying information, must be deposited at the Police Office or with an office (such as the place where found) which may likely have some knowledge of ownership. If the article is deposited with an office other than the Police

Office and the owner does not claim it within 30 days, it shall be deposited at the Police Office for further disposition as provided in accordance with General Services Administration regulations (41 CFR part 101-48). Abandoned, or other unclaimed property and, in the absence of specific direction by a court, forfeited property, may be so identified by the Police Office and sold and the proceeds deposited in accordance with 41 CFR 101-45.304 and 101-48.305."

C. References:

1. 45 CFR Part 3
2. 41 CFR Part 101-48

D. Responsibility:

Overall responsibility for proper disposition of lost and found articles is assigned to the Director, Division of Public Safety, Office of Research Services. The central office for lost and found property is Building 31, Room B3B17.

E. Procedures:

1. Articles Lost and Found on the NIH Reservation

Lost articles should be reported to the NIH Police at 301-496-5685. If the item has been turned in, it may be claimed from the NIH Police Branch, Building 31, Room B3B17. Claimants will be required to properly identify the item and themselves to the Desk Officer on duty.

Found items should be turned over to an NIH Police Officer, or taken to the NIH Police Branch, Building 31, Room B3B17. Items turned in to an NIH Police Officer will be taken to the NIH Police Branch in Building 31.

2. Articles Lost or Found in NIH Rental Buildings

Lost and found articles should be reported to the Contract Security Officer. If the lost item has been turned in, it may be claimed from the Contract Security Officer. Claimants will be required to properly identify the item and themselves to the Officer on duty.

3. Articles Lost or Found at the Animal Center in Poolesville, Maryland

Lost and found articles should be reported to the Gate Security Office. If the lost item has been turned in, it may be claimed from the Gate Security Office. Claimants will be required to properly identify the item and themselves to the Officer on duty.

F. Disposition:

Disposition of articles found in NIH Rental Buildings or at the Animal Center will follow procedures established for these facilities. Disposition of articles found on the NIH Reservation will be handled as follows.

1. Retention Period

All lost and found items (except monies) will be held for a total of thirty (30) calendar days from the date that the item was turned in.

2. Disposal of Money

Monies (U.S. Currency), if found or turned in as lost property, will be held by the NIH Police Branch for a period of three (3) days. If not claimed by the owner within three (3) days, money will be turned over to the Travel, Fellowship Pay and Cashier Section, Office of Financial Management (OFM), Building 31, Room B1B23. The NIH Cashier will accept these funds and give a receipt to the NIH Police Branch, which will be maintained in a file by the DPS Administrative Officer.

3. Claims of Lost Money

In the event that a claim is made upon the funds by a person, who in the opinion of the NIH Police Branch is the rightful owner, an SF-1047, "Public Voucher For Refunds," will be prepared, in duplicate, by the NIH Police Branch for approval and signature by the Director, Division of Public Safety. The original and one copy of the SF-1047 will be forwarded to the Chief, Commercial Accounts Section, OFM, for approval and further action. A copy will be kept in the DPS Administrative Office.

4. Review

Every thirty (30) days, the designated DPS Property Officer will review the Property Book to determine which found items can be disposed of in accordance with the General Services Administration (GSA) regulations. A final attempt will be made to contact the owner to retrieve his/her property prior to disposal.

5. Unclaimed Items

Unclaimed items will be disposed of in accordance with GSA regulations (41 CFR 101-48): *"48.305(c) Voluntarily abandoned, abandoned, or other unclaimed property and, in the absence of specific direction by a court, forfeited property, normally shall be sold by competitive bid as prescribed in*

101-45.304-1...."

G. Records Retention and Disposal

Records pertaining to this chapter are retained and disposed of under the authority of National Institutes of Health Manual Chapter [1743](#), "Keeping and Destroying Records," Appendix 1, "NIH Records Control Schedule," Item 1100-I-1. See manual for specific disposal instructions.

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