**OSU Central Lost and Found Policy:**

**Buildings and departments:** Hold any items turned in for one week (7-days). After one week, transfer the item(s) to Central Lost and Found by either 1) bringing to Property Services Building or 2) sending with recycling. If your building has a regularly scheduled recycling pick up, then you can ask for your lost and found to be picked up at that same time. If not, fill out a Recycle Request Pick-Up form online and be sure to include how many bags or boxes will need to be picked up (use Comments Section). It is important to label the boxes or bags “Lost and Found” to make it easy for students to know what needs to be picked up.

**Custodial Staff:** Delivers items found during building cleaning to Central Lost and Found.

**Central Lost and Found:** Holds items for 30 days. The database is reviewed twice to find a match to items. Once when it arrives and again after 30 days. After 30-days, the items become OSU property and are given to Surplus Property for disposition. The 30-days does not account for time the item may have spent in any other location.

**Department of Public Safety (DPS)**
- These items are to be sent to DPS, NOT Central Lost and Found.
  - Wallets, purses, money, credit cards, bikes, bike parts, cell phones, computers, flash drives, medications, all keys, including bike locks, motor vehicles, house, and buildings, non-OSU ID cards, drivers licenses and military ID’s.

**OSU ID Center**
- OSU ID’s