



Lost and Found

Policy Number: 302

Categorized: Administrative

Procedure: 302P

Responsible Office: VP Finance and Administration

Effective Date: 10/01/2016

Date Last Reviewed: 01/23/2024

1. Scope

This policy applies to all Northern Virginia Community College students, faculty, staff, college contractors, and visitors.

2. Policy Statement

The College has established procedures for the handling of lost and found items in compliance with Code of Virginia Title 23.1-104 Disposition of Lost or Abandoned Property. All College employees are required to comply with the procedures in this policy. Under no circumstances shall property turned in become the property of a College Employee or the individual who “found” the item.

3. Authority

[§ 23.1-104. Disposition of lost or abandoned property](#)