



Hennepin Technical College™

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## **Chapter 6: Facilities Management**

### **Abandoned Personal Property**

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Authority: Hennepin Technical College  
Custodian of Policy: VP of Administrative Services

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**Policy**

**6HTC.3**

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#### **POLICY STATEMENT**

The purpose of this policy is to provide a standard procedure for the storage and disposal or unclaimed items on the premises of Hennepin Technical College. Whenever possible, the owner of such items will be contacted first.

#### **PROCEDURE**

##### **Abandoned Property**

The following guidelines apply (check with College Security Office for questions):

- Hennepin Technical College will make every effort to notify the owner of abandoned personal property.
- Any unclaimed item deemed unsafe or unsanitary will be discarded immediately.
- Food and other perishable items, lunch bags, and thermoses will be discarded after 24 hours.
- HTC ID cards and credit or debit cards will be shredded and discarded after 48 hours.
- Unclaimed items will be held for 60 business days. After 60 business days:
  - Clothing, backpacks, and other personal items may be donated to charity
  - Cell phones and other personal electric devices may be recycled.
  - Cash may be returned to the person who turned it in or donated to the HTC Foundation.

Lockers: Locks and contents must be removed within 2 weeks after the end of a semester from all lockers. Contents will be removed by Security and follow the guidelines stated above.

Items of value will be recorded by Security in a log and locked in a secure storage area accessible only to an authorized HTC employee. Items may be reclaimed only by someone providing identification and proof of ownership. These items will be donated, recycled, or discarded after 60 business days.

Any motor vehicle left unattended longer than five business days without notifying the College's Security Office will be considered abandoned. All efforts will be made by the College Security Office to notify the owner. After five business days, the College will arrange for the vehicle to be towed and impounded. The vehicle may be reclaimed in accordance with the procedures established by the towing company, or may be disposed of in accordance with Minnesota State law.