

# Campus Security

## LOST AND FOUND

The Lost and Found Unit is custodian for all items found and turned in by various departments on campus.

- Unclaimed items are maintained for 60 days before disposition.
- WTC Security Lost and Found **does** accept clothing, including coats and jackets.
- Food and drink containers are usually discarded.
- Data sensitive materials are destroyed if unclaimed.

If you've lost something, please report it completing and printing the [Lost and Found Report form](#). Please note that you may report lost items by telephone or in person.

Please be detailed in describing the item you have lost so we can tell your keys, for example, from the 30 other sets of keys turned in each month. Details that are helpful include: brand name, color, size, shape, model number, quantity, material (leather, plastic, fabric, metal, etc.), size, special features, tags or labels, etc.

Items maintained in Lost and Found are:

- Books, notebooks, and planners
- Sunglasses, prescription eyewear
- Cell phones
- Books
- Keys
- Jewelry
- Backpacks
- Radios, Walkmans, MP3 players
- Sports equipment
- Computer equipment
- Other miscellaneous items

WTC staff members who need to schedule a pick up should call WTC Security at ext. 7906. Items turned in must be accompanied by a transport list providing your name, date, the name of your department or building, and a brief, general list of items turned in.