

10.34 -- Lost and Found Unclaimed Property

Employees finding or receiving money, jewelry, or other valuable articles must immediately place them in the care of a Supervisor who must deposit them in a safe or other secure storage facility. Any lost and found personal property found on premises owned or leased by the National Park Service will remain in the custody of and be the responsibility of the Service to dispose.

The Federal Management Regulations do not permit the NPS to return any property to the finder. Lost and found property must be held for a period of 30 days. Items which are not claimed by the owner within the 30 days will be considered abandoned to the United States and title of ownership is automatically transferred to the NPS, except that title reverts to the owner where a proper claim is filed by the owner prior to official use or transfer for official use and prior to sale of the property. Owners claiming found property must sign for and receive the article after presenting proof of ownership and their personal identification. This information will be recorded on the Form 10-166.

All unclaimed monies will be deposited into a NPS special fund account for a period of three years, if no proper claim has been filed after the 3 year period, the monies will be turned over to the US Treasury. Firearms may be returned to the owner only after all State and NPS law enforcement requirements have been met.

All lost and found property brought to the attention of an employee by the finder will be recorded by the employee on NPS Form 10-166 (Lost and Found Report). Care must be exercised, when completing the above referenced form to insure that sufficient information is being recorded to identify the property. A case number using the standard Park Service Case Incident Reporting System will be assigned to the form and recorded on all property records.

Accountable Property Officers must designate an individual to be responsible for the receipt, storage, and security of found property. Employees authorized to have keys and access to the property storage areas will be held to an absolute minimum. Semi-annual inventories and/or audits must be made of all stored found property. The responsible individual must certify, in writing to the Accountable Property Officer, that inventories or audits have been completed and that all property is accounted for and is in agreement with official property records (Form 10-166). When an audit or inventory reveals that an article is missing or unaccounted for, the Accountable Property Officer will notify in writing, the designated responsible individual and take appropriate actions deemed necessary.

Items of little or no value such as single gloves, broken or damaged property, toys, clothing/apparel, false teeth, eyeglasses and similar property do not have to be reported to the General Services Administration (GSA), but must be documented on a Report of Survey and destroyed and have at least one NPS employee present to witness the destruction and certify as such on the Report of Survey. Items of property which can be clearly identified as usable by the Service will be retained and placed on equipment inventories in accordance with 41 CFR 101-48.

Lost and found property such as jewelry and other valuable articles must be reported to the GSA and handled in the same manner as excess property under the Federal Management Regulations (FMR) 102-36.285 and 102-36.290. GSA will sell the property for the NPS, and proceeds from the sale will be placed in an NPS special fund account. When reporting lost and found property to GSA on the SF 126, Report for Personal Property for Sale Report, you must include the special fund appropriation code to be reimbursed.