

NIH POLICY MANUAL

1420 - LOST AND FOUND

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1. Explanation of Material Transmitted:

This chapter is being revised to update guidance for the handling of lost and found items at the National Institutes of Health (NIH) owned and leased facilities and to add a required section for Management Controls.

2. Filing Instructions:

Remove: NIH Manual Chapter 1420 dated 04/18/97

Insert: NIH Manual Chapter 1420 dated 08/28/09

PLEASE NOTE: For information on:

- Content of this chapter, contact the issuing office listed above.
 - NIH Manual System, contact the Office of Management Assessment, OM, on 301-496-4606.
 - Online information, enter this URL :
<http://www1.od.nih.gov/oma/manualchapters/>
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A. Purpose

This chapter provides guidance for the handling of lost and found articles, including monies, at the National Institutes of Health (NIH) owned and leased facilities.

B. Policy

It is the policy of the NIH to handle lost and found articles, including monies (U.S. and Foreign currency), in accordance with Federal regulations outlined in 45 CFR, Part 3 and 41 CFR, Part 102-411-48. [41 C.F.R. Part 102-41 has replaced 41 CFR Part 101-48, and the revised Manual Chapter should reflect new regulation.]

C. Background

Articles lost and found on the NIH Campus located at 9000 Rockville Pike, Bethesda, Maryland are handled in accordance with 45 CFR, Part 3 “Conduct of Persons and Traffic on the National Institutes of Health Federal Enclave.” Articles lost and found on all other NIH owned and leased facilities are handled in accordance with 41 CFR, Part 102-41, “Disposition of Seized, Forfeited, Voluntarily Abandoned, and Unclaimed Personal Property.”

D. References

1. 45 CFR, Part 3, “Conduct of Persons and Traffic on the National Institutes of Health Federal Enclave”
http://www.access.gpo.gov/nara/cfr/waisidx_02/45cfr3_02.htm
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2. 41 CFR, Part 102-41, “Disposition of Seized, Forfeited, Voluntarily Abandoned, and Unclaimed Personal Property.”
3. NIH Manual Chapter 1743, “Keeping and Destroying Records,” Appendix 1, NIH Records Control Schedule:
<http://www1.od.nih.gov/oma/manualchapters/management/1743/>

E. Definitions

1. **Campus-** Synonym of enclave as defined in E.3.
2. **Contract Security Officer-** Individual(s) whose law

enforcement services are secured by contract.

3. **Enclave-** The National Institutes of Health (NIH) "Campus" comprised of 318 acres of Federal property located in Bethesda, Maryland.
4. **Facility Managers-** Are concerned with occupants and day to day operations within NIH buildings. [This definition states what Facility Managers do but not who they are.]
5. **Non Campus Facilities-** NIH owned or leased facilities not located at 9000 Rockville Pike, Bethesda Maryland.
6. **Police Officer-** Uniformed or non-uniformed individual(s) appointed by the NIH Director under Title 40 United States Code section 1315 (formerly sections 318 to 318d); any other Federal law enforcement officer; or any other individual appointed upon request or deputization from a State or local law enforcement agency.
7. **Project Officer-** The individual responsible for monitoring compliance with security services contract specifications.
8. **Property Custodian-** The individual responsible for maintaining records of incoming and outgoing property.
9. **Security Officials-** Anyone responsible for security (police or guards) at an NIH owned or leased location.

F. Responsibilities

1. **Division of Police (DP)-** The division within the Office of Research Services (ORS) responsible for ensuring Police Officers handle lost and found articles in compliance with 45 CFR, Part 3.
2. **Employees-** Are responsible for reporting, to the appropriate security official(s) lost and found articles on NIH owned or leased facilities.
3. **Facility Manager-** Within off campus buildings, notifies occupants of articles found and location of main guard station for pick up.

4. **Police Officers/Contract Security Officers-** Are responsible for the proper handling of lost and found articles on NIH owned or leased facilities.
5. **Project Officer-** The individual responsible for ensuring contract security personnel handle lost and found articles in compliance with 41 CFR, Part 102-41.
6. **Property Custodian-** The individual responsible for maintaining records of incoming and outgoing property. The DP Property Custodian tracks the time that found items are held and determines which unretrieved items can be disposed of in accordance with the General Services Administration (GSA) regulations.

G. Procedures

1. Submitting Lost Articles and Monies
 - a. Campus
 - i. Lost articles may be kept on-site for up to 30 days by the appointed person for the building or institute. After 30 days, or if there is no one appointed to handle lost articles in the building or institution when found, the article has to be turned over to the DP.
 - ii. Lost monies should be turned into the DP immediately.
 - iii. The ORS DP can be contacted at 301-496-5685. The central location for lost articles is Building 31, Room B3B17
 - b. Non Campus Facilities

Lost articles and monies should be turned over to the Contract Security Officer. They will be kept on-site for two weeks. The Facility Manager will notify occupants via e-mail that articles were found and are being held

at the main guard station. If the articles are not claimed within two weeks, they will be transferred to the DP at the Bethesda campus.

2. Claiming Articles and Monies

- a. Campus- Lost articles and monies can be claimed at the building or institute if they have not been turned into the DP. If the lost articles or monies have been turned into the DP, the police can be contacted by going to Building 31, Room B3B17 or by calling 301-496-5685. Claimants will be required to properly identify the article and themselves to the officer on duty.
- b. Non Campus Facilities- Lost articles can be claimed at the Contract Security Office for up to two weeks. After two weeks the article can be claimed at the main office for the NIH Division of Police (Building 31, Room B3B17, 301-496-5685). Lost monies can be claimed on-site, on the day the monies were lost. After one day monies can be claimed at the main office for the NIH Division of Police (Building 31, Room B3B17, 301-496-5685). [Section G.b.i states that monies found in off campus facilities will be kept on-site for two weeks before being transferred to the DP.] Claimants will be required to properly identify the article and themselves to the officer or guard on duty.

3. Retention and Disposition of Lost and Found Articles and Monies

- a. Campus
 - i. Articles- All lost and found articles (except monies) will be held for a total of one hundred and eighty (180) calendar days from the date the item was turned in. The DP Property

Administration (GSA) regulations. A final attempt will be made to contact the owner to retrieve his/her property prior to disposal.

Unclaimed items will be handled in accordance with GSA regulations (41 CFR 102-41) [41 C.F.R. Part 101-48 has been replaced by 41 C.F.R. Part 102-41, and Manual Chapter should reflect new regulation.]

- ii. Monies- Monies (U.S. and Foreign Currency), if found or turned in as lost property, will be held by the ORS DP for a period of three (3) days. If not claimed by the owner within three (3) days, money will be turned over to the Travel, Fellowship Pay and Cashier Branch, Office of Financial Management (OFM), Building 10, Room 1-4623. The NIH Cashier will accept these funds and give a receipt to the DP Property Custodian.

In the event that a claim is made upon lost funds after the first three (3) days and following the deposit of the money with the NIH Cashier, and the person making the claim is, in the opinion of the ORS DP the rightful owner, an [SF-1047, "Public Voucher For Refunds,"](#) will be prepared, in duplicate, by the DP Property Custodian. The DP Custodian will direct the claimant to the General Ledger Officer at 2115 E. Jefferson St.,

Rockville Maryland to claim the money. The original and one copy of the SF-1047 will be forwarded to the Chief, Commercial Accounts Section, OFM, for approval and further action. A copy will be kept by the DP Property Custodian.

The unclaimed monies stay in the general treasury.

b. Non Campus Facilities

- i. Articles- If the articles are not claimed within two weeks of being turned in, they will be transferred to the DP at the Bethesda campus. All lost and found articles (except monies) will be held for a total of one hundred and eighty (180) calendar days from the date that the items were turned in. The DP Property Custodian will review the records to determine which found items can be disposed of in accordance with the General Services Administration (GSA) regulations. A final attempt will be made to contact the owner to retrieve his/her property prior to disposal.

Unclaimed items will be disposed of in accordance with GSA regulations (41 CFR 102-41)..."

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The unclaimed monies stay in the general treasury.

H. Records Retention and Disposal

All records (e-mail and non-e-mail) pertaining to this chapter must be retained and disposed of under the authority of the [NIH Manual Chapter 1743, "Keeping and Destroying Records,"](#) Appendix 1, "NIH Records Control Schedule;" Sections 1300 – Station Management, Item 1300-C, "Protection and Security" Section 1300-C-8 Personal Property Loss or Theft Files.

NIH e-mail messages: NIH e-mail messages (messages, including attachments, that are created on the NIH computer systems or

transmitted over the NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH Records Management guidelines. Contact your IC Records Officer for additional information.

All e-mail messages are considered Government property, and if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, the NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to/or copies of the e-mail messages.

E-mail messages must also be provided to the Congressional oversight committees, if requested, and are subject to the Freedom of Information Act requests. Since most e-mail systems have back-up files that are retained for significant periods of time, e-mail messages and attachments are likely to be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.

I. Management Controls

1. **Office Responsible for Reviewing Management Controls**
Relative to this Chapter: Through this manual issuance, the ORS, Division of Police is responsible for ensuring that management controls are implemented and working.
2. **Frequency of Review:** Ongoing
3. **Method of Review:** The ORS, Division of Police will maintain oversight and ensure compliance with this policy by assessing documentation obtained through their routine operations and interaction with the population on the NIH campus.
4. **Review Reports:** Review reports are sent to the Associate

Director for Security and Emergency Response, the Associate Director for Research Services and to the Deputy Director for Management. Reports will indicate management controls are in place and working. Issues of concern will be brought to the immediate attention of the Associate Director for Research Services.