



POLICY/PROCEDURE NUMBER: 04-S.S.-003

Page 1 of 10 with five Appendices

SUBJECT: LOST & FOUND

EFFECTIVE DATE: March 21, 2022

REVIEW DATE: March 21, 2023

AMENDS/SUPERSEDES: July 12, 2007 version; November 8, 2007 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version; January 7, 2015 version.

IACLEA STANDARDS: 15.1.5, 15.1.6, 15.1.7

CSU POLICE SYSTEMWIDE POLICY - NO

APPROVED: Alfredo B. Fernandez, Chief of Police

I. PURPOSE

The purpose of this policy is to establish procedures regarding the collection, storage, release, and disposal of lost, found, and abandoned property.

II. POLICY

The Department of Police Services is responsible for safeguarding found property, and will attempt to locate and return such property to the proper owners in accordance with applicable laws and the procedures outlined in this policy.

III. DEFINITIONS

- A. Found Property – Property which is turned in to the Department of Police Services as lost or abandoned, and is not known to be, or suspected to be connected to a criminal offense.
- B. Lost Property – Property reported lost to the Department of Police Services, which has not been reported as stolen to a law enforcement agency.

IV. PROCEDURES

- A. Property Intake – Normal Business Hours

1. During normal business hours (8:00 a.m. – 3:30 p.m.), Monday through Friday excluding holidays, the secure custody of recovered lost property will be the responsibility of the Lost & Found Coordinator. If the Lost & Found Coordinator is not available, any shift supervisor or any supervisor in the Parking Services Division will take possession of the found property and secure it in accordance with item Section IV (A)(3a) and (3b) of this policy.
2. Any career employee of the Department of Police Services is authorized to take custody of found property and to receive found property from members of the community.
3. Any employee who receives found property from a community member is required to follow the procedures outlined in this policy for properly receiving, tagging, and securing such property.
 - a. Employees receiving found property shall complete a “Found Property Tag” (See Appendix A), located in the 1st Floor mailbox of the Police Services Building; noting the item type, date, location where found (if known), a detailed description of the property, and contact information of the person submitting the property (if provided). Staff must ensure that the Found Property Tag is signed by a department supervisor before it is secured in the Lost & Found Property Room. The “Found Property Tag” shall be attached to the property so as not to damage the property (i.e., Found Property Bags). If the above information on the found property can be entered into the Lost & Found electronic database upon intake, a “Property Case Report” with the above information can be printed out to serve as the Found Property Tag.
 - b. Properly tagged found property shall be placed in the Lost & Found Property Room, located off the first floor lobby of the Police Services Building.
4. Exceptions:

Bicycles – all bicycles whether lost, found, or held for safekeeping, shall be issued a RIMS report number, entered into the Automated Property system (CLETS) by dispatch or records personnel, and then booked into the department’s Property and Evidence system by a police officer.

Other large items that are not considered to fall under the category of “high value items” are to be stored in the B3 parking structure storage area.

High value items (i.e., jewelry, expensive cameras, cash over \$25, etc.) shall be secured in the Lost & Found safe located in the Lost & Found Property Room. Until appropriate arrangements can be made, high value items too large to fit in the safe shall be secured in an appropriate location determined by the on-duty Patrol Operations Commander (Captain or Lieutenant) or designee in their absence.

B. Property Intake – After Hours

1. After normal business hours, reported and/or recovered lost property will be the responsibility of the on-duty Shift Supervisor.
2. Employees receiving found property shall complete the procedure outlined in Section IV(A)(3a) and (3b) of this policy:

C. Property Storage

1. Property will not be left unattended unless secured in accordance with this policy.
2. To prevent alteration, unauthorized removal, theft, or other compromise of property stored by this Department, only authorized personnel shall have access to the Lost & Found Property Room. Authorized personnel include:
 - a. Command Staff
 - b. Parking & Transportation Services Manager
 - c. Shift Supervisors
 - d. Lost & Found Coordinator
 - e. All Parking & Transportation Services Division Supervisors
3. Upon receipt of found property, the receiving staff member will carefully examine each article in an attempt to identify an owner, and determine whether or not the article is of any monetary value (i.e., jewelry, U.S. currency, etc.) that would require special storage.
4. Each item will be properly tagged by the receiving staff member, using the procedure outlined in Section IV(A)3(a) and placed in the Lost & Found Property Room by authorized personnel as outlined in Section IV(A)3(b).
5. When an item is “owner identifiable,” the Lost & Found Coordinator will attempt to contact the owner (phone, mail, or email, as accessible).
6. Attempts to notify the owner shall be noted either in the Lost & Found electronic database, or the Coordinator’s copy of the Property Case Report in the appropriate space. If contact is attempted by letter, a copy of the letter will be attached to the Property Case Report.
7. When contact is made, the notification must include:
 - a. Advising the owner of the location of his or her property and where the owner must go to retrieve it;
 - b. Advising the owner of the amount of time he or she has to retrieve his or her property before it is disposed of.

8. If an item is “owner non-identifiable,” or is owner-identifiable, but staff is unable to make contact with the owner, the property will remain in Lost & Found storage for ninety (90) days before disposal. (See Appendix B for a listing of approved disposal locations.)
9. With the exception of state/university keys or state or university-issued identification/access cards, all found property identified as belonging to any department at California State University, Northridge will be recorded in the Lost & Found tracking system. The property will remain in Lost & Found storage until arrangements are made for the property to be picked up by that department. If it is not possible for anyone to pick up the property, the Lost & Found Coordinator shall be responsible for making the notifications and arrangements for return of the property. Such arrangements will be made in a timely manner. State or university keys are to be returned to Physical Plant Management—Lock Shop. University or state identification/access cards will be returned to the office of issuance.

D. Lost Property Inquiries

1. Persons reporting lost property will be given information to file their report online through the University and Department of Police Services website. Persons unable to access online reporting will be given the “Lost Property Report” or directed to telephone the Lost & Found Coordinator and follow the phone reporting system prompts to file the Lost Item report over the phone. (See Appendix C: Lost Property Report)
2. Persons reporting property lost on campus that requires documentation for insurance or identification purposes, or reporting the loss of forms or documents issued from a Consulate, the Department of Motor Vehicles, or Immigration and Naturalization Service, will be directed to an on duty police officer for a Lost Property report. The dispatcher will assign it a crime report (CR) number. The report will be forwarded to the Records Unit for scanning into the system, with the original to the Lost & Found Coordinator via the department mailboxes.
3. Care shall be taken to prevent identifying details of the property from being released on found property that would compromise the integrity of the Lost & Found property recovery process.
4. If the department has received the property, and there are no other “holds” or restrictions placed on the property preventing it from being released back to its owner, the owner should be so advised and provided the following information:
 - a. Types of acceptable picture identification to claim property (i.e., drivers license, university ID, military ID, etc.);
 - b. The case ID number as a reference to expedite the release of the property.

5. If the owner is located without having made a lost property inquiry, department staff will provide the Lost & Found Coordinator with written notification that includes: the owner's name and contact information, the date and estimated time when the owner will pick up the property.

E. Property Release If Identifiable Owner

1. Property will be released only when an appropriate picture identification is presented (i.e. University I.D card, driver license, military ID, etc.).
2. The owner will sign and date the Property Case Report/Found Property Tag, releasing the property from Lost & Found back to its appropriate owner. The signed form will be filed with the Lost & Found Coordinator.
3. If the owner wants to claim his/her property after ninety (90) days and Lost & Found has not donated, sold, or disposed of it, and there are no departmental holds placed on the property, then the owner is entitled to claim his/her property with proper I.D.
4. State keys are to be returned only to the Lock Shop of Physical Plant Management by the Lost & Found Coordinator. The Lock Shop will determine whether re-issuance is necessary. Official legal documents (i.e., drivers licenses or vehicle license plates, official identification cards, etc.) will be returned as soon as is practical to the agency. If the place of origin is not an on-campus location, the method for returning these items will be through US Postal Service—Registered Mail, Return Receipt Requested. The Return Receipt, when received by the Lost & Found Coordinator, will be kept on file to show final confirmation of the disposition of the items. If the property is a bank card, a credit card, or ATM card, the Lost & Found Coordinator will follow the policy of the financial institution of issuance for the disposition of the card.

F. Property Release if No Identifiable Owner

1. Property with no identifiable owner may be released to a claimant when certain conditions outlined below are satisfied. In all cases, staff must exercise good judgment and utilize discretion when releasing both owner-identifiable and owner-unidentifiable property.
 - a. An accurate, detailed description of an item is given including such identifying characteristics as brand name, size, color, or other identifiable markings.
 - b. When known, an approximate date and location that the item was lost.
2. In the event that a satisfactory description of the found property can be provided, the staff member will release the item to the claimant.

3. The claimant will be required to show identification and sign and date the Property Case Report or Found Property Tag in the appropriate location, releasing the property from Lost & Found to the appropriate owner.
4. If the owner does not claim the lost property within ninety (90) days, then the finder may claim the unclaimed property/money he or she submitted.
5. Employees of California State University, Northridge, are not entitled to claim unclaimed property or unclaimed found money.

G. Property Disposal

If any found property is not claimed within ninety (90) days after the date of receipt, the following actions will be taken:

1. All books will be submitted to the “book donations” unit of the CSUN library. Items refused by the CSUN Library will be donated to interested campus organizations or departments on a first-come, first-served basis. After all reasonable campus interests have been exhausted; any items left will be donated to an appropriate local organization as determined by the Chief of Police.
2. Other unclaimed property may be donated as determined by the Chief of Police or sold at the Lost & Found Auction as determined by the Chief of Police. (See Appendix B for a listing of approved donation recipients.)
3. If a Lost & Found auction is planned, notice will be published in the campus newspaper and/or via department social media at least two weeks in advance of the auction.
4. Final disposition of held property must be completed within twelve (12) months after legal requirements have been met for all found, recovered, and evidentiary property maintained by the agency.

V. RESPONSIBILITIES

A. Lost & Found Coordinator

1. The Lost & Found Coordinator shall be responsible for maintaining the Lost & Found Property room and the Lost & Found database.
2. The Lost & Found Coordinator has primary oversight for all aspects of the Lost & Found intake and storage process and is responsible for making reasonable attempts to locate owners of found property and, if located, shall coordinate the return of the property to the owner. When property has an identifiable owner, or serial number, the Lost & Found Coordinator will request that the on-duty dispatcher check the JDIC System and/or the Police Information System Name File in accordance

with the procedure outlined in Section V(B) (Responsibilities: Police Dispatcher) below.

3. It shall be the responsibility of the Lost & Found Coordinator to maintain and oversee all records of found property showing the status of such property; and to ensure proper storage and disposal of such property in accordance with this department policy.
4. On an annual basis, at or near the mid-year point, the Lost & Found Coordinator shall conduct an inspection and document the results in writing.
5. On an annual basis, an inventory shall be completed to ensure a timely disposal of unclaimed property.

B. Police Dispatcher

1. Upon request by the Lost & Found Coordinator, the on-duty dispatcher will check the following:
 - a. JDIC System. If a found item is of high value and/or contains a serial number, owner applied number, or other reference information, the dispatcher will check the JDIC system under the proper property inquiry.
 - i. If there is a return with the victim's information and no Agency holds, the dispatcher will send a "locate" and will advise the Lost & Found Coordinator. The Lost & Found Coordinator will contact the victim to arrange pick up of the property.
 - ii. If there is a return and an Agency hold on the property, the dispatcher will send a "locate" and contact the Detectives to have the property stored in Evidence. The dispatcher will notify the Lost & Found Coordinator of the hold. In this instance, control of the property will become the responsibility of the Detective(s) handling the case.
 - b. Police Information System Master Name File. The dispatcher will check the Police Information System Master Name File for a victim of a crime in which property was taken. If the property found was reported stolen by someone in the Master Name File, a detective hold will be placed on the property and the detective sergeant will be notified. The detective sergeant will determine if the property may be released and advise the Lost & Found Coordinator.
2. If the property has a possible owner name, the dispatcher will check student records, faculty/staff list, Department of Motor Vehicles for a possible address/city, and call 411 to see if the individual is listed. The

information will be given to the Lost & Found Coordinator to attempt to make contact with the property owner.

C. Department Supervisor Authorized to Enter Lost Property Room

Department Supervisors who are authorized to enter the Lost & Found Property Room are to use the following procedures when entering and exiting the Lost & Found Property Room to either secure or remove an article of Found property. When a staff member has received “found” property, he/she is responsible for completing the “Found Property Tag.” Supervisors of the CSUN Department of Police Services must complete the following steps to place and secure the property in the L&F Property Room:

1. Make sure the property has been properly tagged and that all required fields are filled in accurately. The supervisor must place his/her initials at the bottom of the “Found Property Tag” to indicate that the tag has been reviewed by the supervisor for completion.
2. The department key card shall be used to enter the Lost and Found Property Room located off the 1st floor lobby.
3. Bags and extra tags are located in the Lost and Found Property Room next to the blue bin.
4. The blue bin has been organized by item type. The supervisor is to place the item and tag in a plastic bag (if it will fit) and place the bagged item in the blue bin located on the countertop to the right of the door according to item type. Items too bulky to fit in the bin are to be placed near the bin.

When a member of the community has been contacted by the L&F Coordinator to retrieve an item of “found” property, or when property has not been processed into the Lost and Found system (as would be the case if the L&F Coordinator has not yet been available to process the property), any department supervisor is authorized to enter the Lost and Found Property Room, retrieve the “found” property, and obtain the release signature necessary to return the property to the claimant using the following procedure:

1. The claimant shall provide a reasonably detailed description of the property he/she is has come to claim.
2. The supervisor shall use his/her department key card to enter the Lost and Found Property Room alone. The Lost and Found Property Room is located off the 1st floor lobby. Locate and retrieve the “found” property in (or adjacent to) the blue bin on the countertop to the right of the door, and return to the lobby and have the claimant produce identification. If the item being returned contains the needed identification card [i.e., wallet, purse, etc.] remove the ID card in the presence of the claimant and match the identity on the card with the claimant.
3. The supervisor shall then have the claimant sign and date the bottom of the Found Property Tag in the appropriate space and shall return the property to the claimant.

4. The supervisor shall then reenter the Lost and Found Property Room and place the signed property tag back in the blue bin inside the Lost and Found Property Room where it shall remain until the Lost & Found Coordinator can retrieve it for filing.

D. Inspections

The following documented inspections, inventory, and audits shall be completed:

1. A Mid-year Inspection will be conducted by the Lost & Found Coordinator and/or accreditation manager to determine adherence to policies and procedures used for the control of property. A comprehensive report detailing the results of the inspection including recommendations for any deficiencies found or changes in laws/CSU administrative policies will be provided to the Investigations Unit Commander. A copy of the report shall be provided to the Chief of Police. The Mid-year Inspection shall determine, at a minimum, the following:
 - a. That the property room is being maintained in a clean and orderly fashion;
 - b. That the integrity of the property is being maintained;
 - c. That provisions of department orders, policies, and other directives concerning the property management system are being followed;
 - d. That property is being protected from damage or deterioration;
 - e. That proper accountability procedures are being maintained; and
 - f. That property is disposed of according to policy.
2. An inventory of property occurs whenever there is a change in the person designated as Lost & Found Coordinator (assignment, transfer, resignation, retirement, etc.) and whenever a new Chief of Police officially takes charge of the Department. This inventory will be conducted jointly by the newly designated property custodian and a designee of the Chief of Police to ensure that records are correct and properly annotated.
3. An annual audit of property held by the Department shall be conducted by a supervisor not routinely or directly connected with control of property and/or the accreditation manager. The supervisor and/or accreditation manager will be designated by the Chief of Police or their designee.
4. Unannounced inspections of the property storage area will be conducted at least once a year as directed by the Chief of Police. The Annual Inspection shall determine, at a minimum, the following:

- a. That the property room is being maintained in a clean and orderly fashion;
 - b. That the integrity of the property is being maintained;
 - c. That provisions of department orders, policies, and other directives concerning the property management system are being followed;
 - d. That property is being protected from damage or deterioration;
 - e. That proper accountability procedures are being maintained; and
 - f. That property is disposed of according to policy.
5. The “Audit Inspection” form is located in Appendix D.

E. Accessibility

1. Access to the Lost & Found Property Room and intake bin is limited to the Lost & Found Coordinator, Investigations Unit Commander, Police Shift Supervisors, Command Staff, and any employee of the Department who has been so designated by the Chief of Police.
2. When the Lost & Found Coordinator is absent for planned leave (i.e., vacation, etc.), entry to the Lost & Found Property room shall be placed under the control of the Investigations Unit Commander during normal work hours and the Shift Supervisor after hours.
3. The financial analyst, or Chief’s designee in his/her absence, will maintain all user lists to safes and special security storage safes as required. The Investigations Unit Commander and Lost & Found Coordinator will maintain the combination to the safe.
4. In the event of an urgent need to enter the Lost & Found Property room and the Lost & Found Coordinator is not available, the Command Staff or Police Shift Supervisor will be notified and the following procedure utilized:

The authorized employee shall enter the secured area, conduct the necessary business, and re-secure the area when the task has been completed.

VI. APPENDICES

- Appendix A: Found Property Tag
- Appendix B: List of Approved Donation Locations
- Appendix C: Lost Property Report
- Appendix D: Audit Inspection Form
- Appendix E: Executive Order No. 60

Appendix A: Found Property Tag

Property Services

CaseID: 5045		Property Case Report	
Item Type: Misc			
<input type="checkbox"/> Lost	Date Reported: 7/11/2007	Reported By: Astrid Logan	Report Number: A00349
<input checked="" type="checkbox"/> Found			
<input type="checkbox"/> Evidence	Where Lost/Found: Other	Found By:	
Make:	Description: Sample	<input type="checkbox"/> Sent To Security:	
Color:			
Est. Value: \$0			
Storage Number: A00243	Reserve Description:		
Location: Storage			
Use this section for items reported as lost and to document ownership of returned items	Owner: Last:	First:	
	Street:	Apt:	
	City:		
	State/Prov:	PostalCode:	
	Phone:		
	E-Mail:		
	Disposition:		
Date:		Released To:	
Desc:		Released By:	

Notifications made: _____

Disposition: RELEASED DESTROYED/DONATE

Employee responsible: _____

Item released to: _____

Date released: _____

Signature: _____

Identification: _____

Appendix B: List of Approved Donation Locations

Location Name/Contact Information	Commodities/Item Types
CHILDREN OF THE NIGHT SHELTER 14530 Sylvan Street Van Nuys, CA 91411 818/908-4474	New bedding ONLY
GOODWILL DONATION CENTER Location: Devonshire/Reseda Hours: 9am to 4:30pm, Mon-Fri.	Clothing Miscellaneous
LENSCRAFTERS Location: Northridge/Tampa “Give the Gift of Sight”	Eyeglasses Sunglasses
UNIVERSITY LIBRARY BOOK DONATIONS UNIT Location: Oviatt basement Contact: Vickie Campbell, x2638	Books Printed Music Commercially recorded media
REBOOKIT.ORG* Contact: donate@rebookit.org Phone: 877-877-4080	Books* (some restrictions apply) CD, DVD, LP Records
VALLEY TRAUMA CENTER Location: Van Nuys, CA ASSOCIATED STUDENTS RECYCLING Location: CSU Northridge	Cellphones Cellphone Chargers

Appendix C: Lost Property Report

California State University
Northridge

LOST PROPERTY REPORT



Date of Report:

Report Number:

Check One

- PERSONAL PROPERTY: Form to be completed by the property owner/victim.
- UNIVERSITY PROPERTY: Form completed by individual who had custody of the item last.

1. VICTIM NAME:

2. SEX:	DOB:	PHONE: (Home)
M <input type="checkbox"/> F <input type="checkbox"/>		PHONE: (Work)

3. CDL#:	STUDENT ID:
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4. Address 1:

Address 2:

5. Item Lost:	Color:
	Make:
	Model:

5a. SERIAL NUMBER:

5b. ENGRAVING:

5c. TOTAL VALUE: \$	INSURANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO
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6. LOCATION LOST:

7. DATE/TIME OF LOSS:

8. VICTIM SIGNATURE:

9. SIGNATURE OF PERSON ACCEPTING REPORT:

10. SUPERVISOR APPROVING:

Date & Time Report Distributed:

Appendix E: Executive Order No. 60

THE CALIFORNIA STATE COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

Disposition of Lost Property
Executive Order No. 60

This Executive Order is issued pursuant to Section 42375 of Title 5 of the California Administrative Code.

Each California State College President is, by this Executive Order, designated and authorized to provide for the care, restitution, sale or destruction of unclaimed, lost or abandoned property in the possession of his State College, in accordance with Sections 42375 and 42376 of Title 5 of the California Administrative Code.

DATED: January 14, 1969.



Glenn S. Dumke
Chancellor

No. 60

Appendix E: Executive Order No. 60 (Continued)

§ 2080.6 CIVIL CODE**§ 2080.6 Public agency; adoption of regulations**

Any public agency may elect to be governed by the provisions of this article with respect to disposition of personal property found or saved on property subject to its jurisdiction, or may adopt reasonable regulations for the care, restitution, sale or destruction of unclaimed property in its possession. Any public agency adopting such regulations shall provide therein (1) that such unclaimed property shall be held by such agency for a period of at least three months, (2) that thereafter such property will be sold at public auction to the highest bidder, and (3) that notice of such sale shall be given by the chief administrative officer of such agency at least five days before the time fixed therefor by publication once in a newspaper of general circulation published in the county in which such property was found. Any property remaining unsold after being offered at such public auction may be destroyed or otherwise disposed of by the public agency.

(Added Stats.1967, c. 1512, p. 3601, § 3.)

Former section 2080.6 was repealed by Stats.1967, c. 1512, p. 3601, § 2. See, now, section 2080.3.

§ 2080.7 Abandoned property

The provisions of this article have no application to things which have been intentionally abandoned by their owner.

(Added Stats.1967, c. 1512, p. 3601, § 3.)

Former section 2080.7 was repealed by Stats.1967, c. 1512, p. 3601, § 2. See, now, section 2080.2.

1. Construction and application

Former section 1864 et seq. dealt only with things "lost" and had no application

to things which had been intentionally abandoned by their owners, and hence were inapplicable in determining ownership of ring found by skin diver in sunken ancient vessel on ungranted tide and submerged lands within three-mile marginal belt off the coast. 35 Ops.Atty.Gen. 1.

§ 2080.8 University regents or police department

The Regents of the University of California may provide by resolution or regulation for the care, restitution, sale or destruction of unclaimed property in the possession of the Regents of the University of California or of the University of California Police Department. Any resolution or regulation adopted pursuant to this section shall provide therein (1) that such unclaimed property shall be held by the Regents of the University of California or the University of California Police Department for a period of at least six months, (2) that thereafter such property will be sold at public auction to the highest bidder, and (3) that notice of such sale shall be given by the Regents of the University of California or the University of California Police Department at least five days before the time therefor by publication once in a newspaper of general circulation published in the county in which such property is held. The Regents of the University of California may dispose of any such property upon which no bid is made at any such sale.

(Added Stats.1967, c. 1512, p. 3601, § 3.)

Former section 2080.8 was repealed by Stats.1967, c. 1512, p. 3601, § 2.

Derivation: Former section 1874, added by Stats.1961, c. 816, p. 2094, § 1.

§ 2080.9 Trustees of state colleges

The Trustees of the California State Colleges may provide by resolution or regulation for the care, restitution, sale or destruction of unclaimed, lost or abandoned property in the possession of any state college. Any resolution or regulation adopted pursuant to this section shall include therein (1) that such unclaimed or lost property shall be held by the particular state college for a period of at least six months, (2) that thereafter such property, as well as abandoned property, will be sold at public auction to the highest bidder, and (3) that notice of such sale shall be given by the Trustees of the California State Colleges at least five days before the time therefor by publication once in a newspaper of general circulation published in the county in which such property is held. The Trustees of the California State Colleges may dispose of any such property upon which no bid is made at any such sale.

(Added Stats.1967, c. 1512, p. 3601, § 3.)

Former section 2080.9 was repealed by Stats.1967, c. 1512, p. 3601, § 2.

Derivation: Former section 1875, added by Stats.1967, c. 766, p. 2154, § 1.

Appendix E: Executive Order No. 60 (Continued)

Article 10. Disposition of Lost Property.

Section 42375. Care, Restitution, Sale or Destruction of Lost Property.

The Chancellor or his designee may provide for the care, restitution, sale or destruction of unclaimed, lost or abandoned property in the possession of any State College, in accordance with California Civil Code Section 2080.9.

Section 42376. Proceeds of Sale.

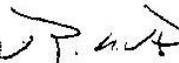
Money received by reason of a sale pursuant to Section 42375 shall be used for scholarships and loans to students enrolled at the State College at which such sale is held. Criteria of eligibility and procedures for the award of such scholarships and loans shall be established by the State College at which the award is made. While held pending the grant of a scholarship or loan, such money may be invested by the State Treasurer upon approval of the Chancellor or his designee, in those eligible securities listed in Section 16430 of the Government Code, in which event all interest or other earnings received pursuant to such investment shall also be used for such scholarships and loans.

Appendix E: Executive Order No. 60 (Continued)

THE CALIFORNIA STATE COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

January 14, 1969

TO: State College Presidents

FROM: Raymond A. Rydell 
Executive Vice Chancellor

SUBJECT: Disposition of Lost Property
Executive Order No. 60

I am pleased to transmit a copy of Executive Order No. 60, which designates and authorizes State College Presidents to provide for the care, restitution, sale or destruction of unclaimed, lost or abandoned property. Attached for your reference is a copy of Civil Code Section 2080.9 and 5 California Administrative Code Sections 42375 and 42376.

RAR:pz

Attachment

cc: Chancellor's Office Staff