



## **LOST AND FOUND POLICY**

TVC's Policy for all items lost in the passenger terminal facility at TVC, including those items lost or left behind at a TSA Passenger Security Screening checkpoint, is as follows:

- A. Within two business days after receiving a lost item, TVC will determine what category the property falls within.
- B. There are five categories of property:
  1. Property with Major Value, which includes collectible currency, currency, or other property not junk, perishable property, hazardous property, or property of minor value.
  2. Property with Minor Value, which is property with some value but less than the value of storing and disposing the property and preparing a report of its disposition.
  3. Junk, property with no fair market value.
  4. Perishable property and hazardous property.
  5. Contraband/illegal substances.
- C. The Airport will provide notice to the property owner of the Airport's possession of the property if the property owner is known.
- D. If after notice to the property owner or if the property owner is unknown, the Airport will dispose of the property as follows:
  1. Category 1 – Six (6) months after the date of notice if provided or after the date of receipt of the property if the property owner is unknown.
  2. Category 2 – Three (3) months after the date of notice if provided or after the date of receipt of the property if the property owner is unknown.
  3. Category 3 – 30 days after the date of notice if provided or after the date of receipt of the property if the property owner is unknown.
  4. Category 4 –
    - a. perishable property shall be disposed of the lesser of 15 days after notice or receipt of the property if the owner is unknown or upon the expiration date of the perishable property; and
    - b. hazardous property shall be appropriately disposed within 15 days after notice or the date of receipt of the property if the property owner is unknown.
  5. Contraband/Illegal substances shall be kept in a place of safekeeping and disposed of in a manner prescribed by law. The property shall not be returned.