



## LOST – FOUND REPORT



Case Incident Reporting System Number (Internal Use Only)

PART 1 – LOST/FOUND ITEM DESCRIPTION <small>(To be Completed by Person Filing Report)</small>					
Park	Receiving Station			Date of Report	
Name <input type="checkbox"/> Visitor <input type="checkbox"/> Park Employee (Check One)	Email Address			Contact Phone Number <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	
Mailing Address			City	State	Zip Code
Item <input type="checkbox"/> Lost <input type="checkbox"/> Found	Description of Item(s) <i>(include make/model/manufacturer, color, etc., as well as a photograph of the item(s), if available.)</i>				Value of Item(s)
Location <i>(where item was lost/found)</i>			Signature <i>(of person filing report)</i>		
PART 2 – DISPOSITION <small>(To be Completed by Park Management Staff)</small>					
Acknowledgement Of Receipt <i>(of item described in Part 1 above)</i>					Date
Signature of NPS Property Officer _____					
2A - To be Completed if Item was Returned to Owner					
Owner Name and Full Mailing Address					
<i>I certify the property described in Part 1 above was returned to me</i>		Signature <i>(Of Owner, or Authorized Representative Thereof, Receiving Property)</i>			Date
Date Owner Notified of Found Item	Date Item Returned to Owner	By <i>(Signature of NPS Property Officer)</i>		Date	
2B - To be Completed if Item was Returned to Finder					
Finder Name and Full Mailing Address					
<i>I certify the property described in Part 1 above was returned to me</i>		Signature <i>(Of Finder Receiving Property)</i>			Date
Date Item Returned to Finder	By <i>(Signature of NPS Property Officer)</i>				
2C - To be Completed if Item was Disposed of in Accordance with 41 CFR					
Final Disposition of Item and/or Contents <i>in accordance with 41 CFR and NPS Property Handbook #44 (10.34)</i>					
Disposing Official <i>(Signature)</i>					Date

ORIG – HDQRS.

COPY – LOSER/FINDER

COPY – REC. STATION



## NOTICES

### Disposition of Property

In accordance with 36 CFR 2.22(c):

- (1) Unattended property impounded pursuant to this section shall be deemed to be abandoned unless claimed by the owner or an authorized representative thereof within 60 days. The 60-day period shall begin when the rightful owner of the property has been notified, if the owner can be identified, or from the time the property was placed in the superintendent's custody, if the owner cannot be identified.
- (2) Unclaimed, found property shall be stored for a minimum period of 60 days and, unless claimed by the owner or an authorized representative thereof, may be claimed by the finder, *provided that the finder is not an employee of the National Park Service*. Found property not claimed by the owner or an authorized representative or the finder shall be deemed abandoned.
- (3) Abandoned property shall be disposed of in accordance with title 41 Code of Federal Regulations.
- (4) Property, including real property, located within a park area and owned by a deceased person, shall be disposed of in accordance with the laws of the State within whose exterior boundaries the property is located.

### Privacy Act Statement

**Authority:** 54 U.S.C. §100101, NPS Organic Act; 16 U.S.C. 1131-1136 and 36 CFR 2.22

**Purpose:** This information is being collected to allow the National Park Service to properly identify property reported as lost or found and to return found items to the legitimate owner.

**Routine Uses:** Based on the disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, the National Park Service may share information with Federal, state, and local governments to recover debts owed to the United States; to respond to a violation or potential violation of the law; in response to a court order and/or discovery purposes related to litigation; or other authorized routine use when the disclosure is compatible with the purpose for which the records were compiled.

**Disclosure:** Voluntary, however, failure to provide the requested information may impede the NPS' ability to properly identify property reported as lost or found and to return found items to the legitimate owner.

### Paperwork Reduction Act Statement

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide the park managers the information needed to process lost or found property and to return found items to their rightful owners. It is in your best interest to complete the form as thoroughly as possible in order for the park manager to properly identify and return property to its owner or to the finder. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number. OMB has approved this collection of information and assigned Control No. 1024-0279.

### Estimated Burden Statement

Public Reporting burden for this form is estimated to average 5 minutes per response, including the time it takes for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Comments regarding this burden estimate or any aspect of this form should be sent to the Information Collection Clearance Officer, National Park Service, 1201 Oakridge Drive, Fort Collins, CO 80525. Please do not mail your completed form to this address.