



Secretariat

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INFORMATION CIRCULAR No. 11

Subject: Lost and Found Personal Property

The present circular cancels and supersedes all previous instructions including Information Circular IC/Geneva/3041 of 7 September 1983, on the subject of articles and sums of money found in buildings or land of the United Nations Office at Geneva.

1. Any article or sum of money found in any buildings, parks or gardens of the United Nations Office at Geneva, or any premises rented by, or made available to, the United Nations Office at Geneva, must be handed in immediately, against receipt, to the Security and Safety Section, Central Support Services, Room A.219, which will take the necessary steps to identify the owner.
2. It is worth mentioning that the Security and Safety Section maintains an up-to-date list of found personal property on the Intranet (Staff Services, Lost & Found).
3. Any such article or sum of money may be claimed by the lawful owner within a period of twelve months from the date of deposit with the Security and Safety Section:
 - If an article, from the Security and Safety Section;
 - If a sum of money, from the Treasury, Financial Resources Management Service of the United Nations Office at Geneva (Room PN 213) upon presentation of a note from the Security and Safety Section.
4. No reward shall be offered or accepted.
5. The United Nations Office at Geneva shall keep any such article or sum of money that has not been claimed for a period of twelve months from the date of deposit with the Security and Safety Section. After the said term, no claim or complaint from the lawful owner will be receivable.
6. On the expiry of the twelve-month period any unclaimed article or sum of money shall be handed over to the person who found it on application made in the course of the thirteenth month following the date of deposit with the Security and Safety Section. The receipt given on deposit by the Security and Safety Section must be attached to the application.
7. Any article unclaimed after thirteen months, shall be reported by the Security and Safety Section to the Property Survey Board of the United Nations Office at Geneva for its determination on the disposal of the article. Any unclaimed sum of money shall be taken over by the Financial Resources Management Service of the United Nations Office at Geneva and accounted for in accordance with the Financial Regulations and Rules of the United Nations.

(Signed) **Bertrand Juppín de Fondaumière**
Director, Division of Administration

* The present Information Circular replaces IC/Geneva/3041 in Section IX, paragraph B, of the Administrative Handbook.