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ADMINISTRATIVE INSTRUCTION

To: Members of the Staff

Subject: LOST AND FOUND PROPERTY

1. Persons who find lost articles within the Headquarters District should turn them in to the Lost and Found Office (Room C-110, extension 2586) as soon as possible. A receipt will be given to the finder.
2. Property valued at \$10.00 or more will be retained for ten days, during which time efforts will be made to locate the owner. At the end of that time, unclaimed articles will be turned over to the New York City Police Department. Disposition of such property will then be made in accordance with an existing agreement under the provisions of the New York State Personal Property Law governing lost and found property. Under those provisions, finders are entitled to lost property valued at from \$10.00 to \$500.00 if it is not claimed by the owner within six months. Property having a value of more than \$500.00 but less than \$5,000.00 may revert to the finder if it is not claimed by the owner within one year. If the finder does not claim the property within thirty days after having received notice by mail, the article will be disposed of at public auction by the City of New York.
3. Any inquiry regarding property which has been turned over to the New York City Police Department should be addressed to:

Property Clerk
New York City Police Department
400 Broome Street
New York 13, N.Y.
4. Property value at under \$10.00 will be kept in the Lost and Found Office, Room C-110 for a period of three months. The article can be claimed by the finder at the end of the above period.

B. R. TURNER
Controller
