

Lost Property Investigation Record

General Information

Reference No.

Date

Reported By (Name)

Contact Details

Room / Area

Date/Time Found

Property Details

Description of Lost Property

Estimated Value

Belongs to (If known)

Details of Investigation

Summary of Investigation

Actions Taken

Outcome / Disposition

Outcome

Returned To (Name)

Relationship (if applicable)

Date Returned

Investigator Signature

Date

Manager Signature