

Security Department

Recovered Item Record

Date of Recovery

Time

Location Found

Recovered By

Item Description

Identifying Marks / Serial Number

Condition of Item

Owner (if known)

Contact Details

Additional Notes

Date Claimed	Claimed By	ID/Proof Provided	Signature

Date / Signature (Recovered By)

Date / Signature (Supervisor)

This record is confidential and for Security Department use only.