

[REDACTED]

10 January 2014

Dear [REDACTED]

**FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST (Our ref: FOI\_14-006)**

We have now considered your request of 06 January 2014 for information relating to lost property.

Our response can be found, together with your original request, on page 2 of this letter and we hope this will meet your requirements.

Please note that any material released over which UEA has copyright is released subject to the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information released.

You have the right of appeal against this decision. If you wish to appeal, please set out in writing your grounds of appeal and send to me at the above address.

You must appeal our decision within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113  
Website: <http://www.ico.org.uk/>

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson  
Information Policy and Compliance Manager  
University of East Anglia

## Response to Freedom of Information Act 2000 request (FOI\_14-006)

*I would like to know the following information:*

*- lost property that has been handed in / found over the past three academic years.*

*I would like the information broken down on a yearly basis. I would also like the information to appear as a list.*

*I would also like details of the lost property that was handed.*

*I would also like to know if the items in lost property was ever recovered by their owner.*

N.B: The University will pass certain found items that are especially valuable or distinctive (e.g. passports) to the police. The University's lost property regulations<sup>1</sup> changed in August 2012. Low value items are no longer recorded, in line with the new regulations.

### Academic year 2011/12:

TYPE OF ITEM:	NUMBER FOUND:	NUMBER CLAIMED BY OWNER:
Bag	28	9
Bank cards	31	0
Books	128	6
Bus pass	39	37
Camera	10	5
Campus card	85	74
Car keys	4	1
Cash	24	7
Coat	23	4
Credit/store cards	1	0
Driving licence	7	7
Eye glasses	11	3
Folder	8	5
Gloves	80	2
Hat	58	1
Ipod	18	4
Jewellery	45	1
Keys	71	27
Laptop	2	2
Memory stick	332	77
Misc	512	89
Mobile phone	57	26
Mp3	4	3
Passport	10	9
Purse	23	17

<sup>1</sup> <http://www.uea.ac.uk/estates/Campusservices/Security/lost-property>

TYPE OF ITEM:	NUMBER FOUND:	NUMBER CLAIMED BY OWNER:
Scarf	74	1
Umbrella	57	3
Wallet	33	28
Watch	23	1

**Academic year 2012/13:**

TYPE OF ITEM:	NUMBER FOUND:	NUMBER CLAIMED BY OWNER:
Bag	19	15
Bank cards	65	32
Books	7	0
Bus pass	52	36
Camera	4	1
Campus card	161	104
Car keys	7	7
Cash	44	3
Credit/store cards	18	8
Driving licence	21	15
Eye glasses	54	13
iPod	27	18
Jewellery	80	3
Keys	149	47
Laptop	7	7
Memory stick*	110	33
Misc	114	50
Mobile phone	183	146
Mp3	7	2
Passport	20	17
Purse	93	81
Wallet	106	93
Watch	33	8

\*Ceased recording these items mid-year.

**Academic year 2013/14 (to 31/12/13)**

TYPE OF ITEM:	NUMBER FOUND:	NUMBER CLAIMED BY OWNER:
Bag	11	9
Bank cards	43	20
Bus pass	23	15
Camera	3	2
Campus card	68	47
Car keys	2	2
Cash	24	1
Credit/store cards	10	4
Driving licence	15	12
Eye glasses	34	8
iPod	5	2
Jewellery	39	2
Keys	78	35
Laptop	9	7
Misc	66	21
Mobile phone	72	61
Mp3	2	0
Passport	13	12
Purse	36	29
Wallet	41	40
Watch	18	5