

TABLE 1: Lost and Found Recycling Guidelines

Item	When received...	Length in our system	If not retrieved by owner...
All clothing (including gloves, hats, scarves) and bags (including backpacks)	Entered into system	3 weeks	Removed from system and donated to charity.
All keys (excl. residence)	Entered into system	3 weeks	Removed from system and recycled.
ARC cards	Entered into system	3 weeks	Removed from system and sent for confidential shredding.
Eyeglasses (including reading glasses and sunglasses)	Entered into system	3 weeks	Removed from system and recycled.
Headphones, USB sticks, calculators, etc.	Entered into system.	3 weeks	Removed from system and recycled.
Jewellery/watches	Entered into system.	3 weeks	Removed from the system and donated to charity.
Medical equipment	Entered into system.	3 weeks	Removed from the system and given to University Pharmacy for proper recycling.
ONEcards	Owner is contacted via uAlberta email.	Until card is picked up by owner, replaced, or individual's relationship to University expires.	Stored at Student Life Central (SUB 0-81) or ONEcard office (HUB 9104).
Passports	Entered into system. Try to contact owner using available information	3 weeks	Removed from system and mailed to the Passport Canada program.
Phones, laptops, tablets, iPods, cameras	Entered into system. Try to contact owner using available information.	3 weeks	Removed from the system and given to <a href="#">Electronic Recycling Association</a> .
Residence keys	Entered into system.	1 week	Returned to Residence (8801 111 Street).
Textbooks and other stationary	Entered into system.	3 weeks	Removed from system and donated.
Wallets and contents including ID cards, credit cards, bank cards, etc.	Entered into system. Try to contact owner using available information.	3 weeks	See Table 2.

NOTE: Infolink's lost and found service does not accept soiled clothing or lunch bags/water bottles/food items due to health and safety procedures.

TABLE 2: Wallet Contents Recycling Guidelines

Debit and credit cards	Sent for confidential shredding.
Points, clubs, and membership cards	Sent for confidential shredding.
Health insurance	Sent for confidential shredding.
Birth certificates	Mailed to Service Canada.
School IDs other than ONEcards	Sent for confidential shredding.
SIN cards	Mailed to Service Canada.
Driver's licenses	Sent for confidential shredding.
Gift Cards	Donated to UASU Volunteer Services.
Money	Donated to the Campus Food Bank.
Other (e.g. hotel key cards, parking passes, donor cards, etc.)	Sent for confidential shredding.