

Operations

DECLARATION OF ABANDONED OR UNCLAIMED INMATE PROPERTY FOR CONVERSION OR DISPOSAL

INSTRUCTIONS: Part I of this form is to be completed by the institution declaring the abandoned or unclaimed property. If required, attach a continuation sheet for listing. Submit form in duplicate.

Send to: Commissioner of Corrections
 Division of Correction
 6776 Reisterstown Road
 Baltimore, Maryland 21215

PART I: The items listed are certified to be abandoned or unclaimed personal property of inmates as defined in Correctional Services Article, §10-801, ACM. This declaration is hereby submitted to the Commissioner of Correction for approval for this institution to convert or destroy said property.

Agency Code _____ Institution _____ Warden's Signature _____ Date _____

Quantity	Item Description	Condition	Estimated Value	Conversion Used	Destroyed	Donated to Charity

PART II: The Commissioner/designee authorizes the conversion and/or disposal of the above-listed items.

Comments: _____

Signature: _____ Date: _____