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## Helpful Links

[Accounting Property Control](#)

[Materials Management](#)

[UT Police](#)

*These links will take you to the related HSC department web sites*

## Contact Us

### Accounting

[Acctg-admin@uthscsa.edu](mailto:Acctg-admin@uthscsa.edu)

### Property Control

[propcontadmi@uthscsa.edu](mailto:propcontadmi@uthscsa.edu)

**TO:** HSC Department Administrators  
HSC Students

**FROM:** Andrea M. Marks, MBA, CPA  
Vice President and Chief Financial Officer

**SUBJECT:** Procedures for Lost Personal Property

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In accordance with UT System [Policy 162 “Disposal of Unclaimed Property”](#) and the Handbook of Operating Procedures, the Director of Accounting as university Property Manager is responsible for the disposal of abandoned and unclaimed personal property. To better streamline this task, reduce costs and decrease risks, the Office of Accounting Property Control section, UT Police, Environmental Health and Safety, and Materials Management have modified the process for handling lost and found personal property. As a result, the following procedural changes will go into effect immediately.

**Items of personal property that are of minimal value** will no longer be picked up, accepted or maintained by UT Police. Examples include, but are not limited to:

- Articles of clothing, including coats and jackets
- Reusable food and drink containers
- Computer peripherals such as power cords, head phones, data cards, modems, etc.
- Notebook binders or planners

For the convenience of staff on the Long Campus premises, two large containers to deposit lost and found items of minimal value are now located at the following locations:

- Entrance to the Dolph Briscoe Jr. Library
- Entrance to the Texas Star Café Door located in the Dental School Building (Door 7.1)
- Entrance to the Research Administration Building

Individuals searching for lost personal property of minimal value may check these containers to search for and retrieve personal items that may have been deposited there. These containers will be emptied each Friday afternoon by Materials Management staff.

**Lost Items that will be accepted and maintained by the UT Police** are typically held for a period of 60 days. The following are examples:

- State Property
- Laptops or other computers
- State Keys
- Financial Instruments such as Checks, Credit/Debit Cards
- Identification Documents such as Driver's Licenses, Passports
- Textbooks
- Jewelry, except for plastic "Fashion" or "Costume" Jewelry
- Cell phones, iPods, MP3 players
- Prescription Eyeglasses

After the 60 day period, items of a non-sensitive nature will be turned over to Materials Management for surplus or auction.

**Items of a sensitive nature will receive special handling:**

- Lost university ID cards will be kept for one week by UTPD, then destroyed
- Personal or HSC keys will be kept for 14 days by UTPD. After 14 days, UTPD will destroy personal keys and return HSC keys to the institutional key inventory.
- Financial instruments and other ID documents will be destroyed by UTPD
- Data/media storage devices will be turned over to Information Security for handling. Examples include thumb drives, compact discs, external hard drives, etc.

**For items or materials that appear to be potentially hazardous**, the Environmental Health and Safety Office should be contacted for instruction or handling (567-2955).

The lists above provide general guidelines to be followed, and are not considered exhaustive. Articles of minimal value may be placed in the containers at the locations mentioned above. Alternatively, departments may call the Salvation Army or a similar charitable organization for pick-up of these items. You may refer to the table on the following page for a summary of how lost personal items will be handled.

For any questions regarding whether an item should be picked up by UTPD, please contact the On-Duty Shift Commander (210-567-2803) or Captain Michael Bleier ([bleier@uthscsa.edu](mailto:bleier@uthscsa.edu)). Questions regarding these procedures may be directed to Ralph Kaster ([kaster@uthscsa.edu](mailto:kaster@uthscsa.edu)). Please share this bulletin with anyone in your department who handles lost personal property.

## Handling of personal property items lost or abandoned on campus premises

Item	Handling	Holding period	Final Disposition
Data media storage devices	Information Security	60 days	UT Information Security
Potentially hazardous items	Safety Office	n/a	Environmental Health & Safety Office
Keys	UTPD	14 days	UTPD (destroy or return to inventory)
Cell phones, iPods, MP3 players	UTPD	60 days	UT Information Security
Laptop computers, tablet PCs, iPads	UTPD	60 days	UT Information Security
Smart phones, iPhones	UTPD	60 days	UT Information Security
Jewelry, except for plastic or costume jewelry	UTPD	60 days	Materials Management-auction
Prescription eyeglasses	UTPD	60 days	Materials Management-auction
Textbooks	UTPD	60 days	Materials Management-auction
HSC/State property	UTPD	60 days	Materials Management-warehouse
Financial instruments (checks, credit/debit cards)	UTPD	60 days	UTPD (destroy)
Identification documents (driver's license, passport)	UTPD	60 days	UTPD (destroy)
Personal Items of Minimal Value	Bins	< 1 week	Materials Mgt empties bins every Friday

### Collection Bin Locations:

- Entrance to the Dolph Briscoe Jr. Library
- Entrance to the Texas Star Café Door located in the Dental School Building (Door 7.1)
- Entrance to the Research Administration Building

