



BOISE STATE UNIVERSITY

University Policy 12160

Lost and Found Property

Effective Date

August 25, 2020

Responsible Party

Department of Public Safety, (208) 426-6911

Scope and Audience

This policy applies to all Boise State University departments or units that collect, store, or otherwise manage Lost and Found Property. This policy does not apply to lost or found University business property. Lost or found University business property should be reported to Risk Management and Insurance.

Additional Authority

- Idaho Code § 55-403
 - Idaho Code § 55-405
 - Ada County Code, Title 1, Chapter 15 (Lost and Found Property on Ada County Property)
 - Boise City Code, Title 5, Chapter 14 (Lost, Abandoned, Unclaimed Personal Property)
 - University Policy 9080 (Access Control)
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1. Policy Purpose

To provide a standardized, efficient, and controlled process for recording, storing, and returning or dispositioning Lost and Found Property.

2. Policy Statement

The University endeavors to ensure the proper handling and claiming of Lost and Found Property by establishing standardized Lost and Found Property procedures for departments and units, collection sites, and Central Lost and Found.

3. Definitions

3.1 Lost and Found Property

Any found or unclaimed personal item(s) located on the main campus.

4. Responsibilities and Procedures

4.1 Collection

- a. Departments or units must take Lost and Found Property upon receipt to one of the lost and found collection sites listed below.
 - Student Union Information Desk
 - Public Safety Office
 - Recreation Center Front Desk
 - Library Front Desk
 - Interactive Learning Center Zone (ILC Zone)
 - University Housing Main Office-Chaffee Hall
 - Extra Mile Arena Offices
 - Morrison Center Offices
 - Career Services
 - Office of the Registrar
 - Alumni and Friends Center
 - Athletic Ticket Office

- b. Lost and Found Property will be retained by the collection site for no more than one (1) week before it is transferred to Central Lost and Found at the Information Desk.
- c. High-value or high-risk Lost and Found Property obtained by the collection site must be immediately delivered to the Department of Public Safety. High-value or high-risk Lost and Found Property consists of items such as a: wallet, purse, tablet, cell phone, computer/laptop, weapon, and medication/drugs. Any cash found loose, not in a wallet/purse/bag, should be transferred to Central Lost and Found.
- d. Items transferred to Central Lost and Found or Public Safety will be recorded in a shared inventory log.

4.2 Requesting Lost and Found Property

- a. An individual making a request for Lost and Found Property must present identification, such as a driver’s license or student ID, and provide a description of the item before the item will be returned.
- b. If the individual does not have identification, but the individual can describe the item in sufficient detail to reasonably establish ownership or open it with a password (e.g., phone, tablet), the item will be returned once the Lost and Found Property records are updated with the owner’s information.

4.3 Hold Time by Central Lost and Found and Disposition Method

If the Lost and Found Property remains unclaimed after the expiration of the hold time by Central Lost and Found, the item will become University property and will be dispositioned as outlined in the table under this section.

Property Type	Hold Time by Central Lost and Found	Disposition Method
Backpacks*	30 days	Contents Processed Individually
Gym Bags*	30 days	Donate
Luggage*	30 days	Donate
Bank Cards**	1 week	Securely Destroyed

Property Type	Hold Time by Central Lost and Found	Disposition Method
Cash**	90 days	Submitted to University Financials
Government Issued ID**	1 week	Forward Custody to Public Safety
Alternative ID**	1 week	Securely Destroyed
Bronco Cards**	Semester	Forward to Bronco Card Office
Boise State Alternative ID**	30 days	Forward to Sponsoring Department
Keys - General	30 days	Securely Destroyed
Keys - w/Housing Key	30 days	Full Key Set - Forward to Housing
Keys - w/FO&M Key	30 days	Full Key Set - Forward to FO&M
Small Electronics	30 days	Donate
USB/Memory Stick	30 days	Securely Destroyed
Head Phones	30 days	Donate
Instrument	30 days	Donate
Equipment	30 days	Donate
Books - General/Text	30 days	Donate
Books - Library Checkout	30 days	Forward to Library
Books - BroncoShop Rental	30 days	Forward to BroncoShop
Notebooks/Binders	N/A	Immediate Disposal
Perishable Items	N/A	Will Not Accept – Immediate Disposal
Perishable Item Containers	N/A	Will Not Accept – Immediate Disposal
Lunch Bag	N/A	Will Not Accept – Immediate Disposal
Coffee Mug	N/A	Will Not Accept – Immediate Disposal

Property Type	Hold Time by Central Lost and Found	Disposition Method
Water Bottle	N/A	Will Not Accept – Immediate Disposal
Personal/Hygiene Products	N/A	Will Not Accept
Medical Products	N/A	Will Not Accept
Clothing (Non-Soiled)	30 days	Donate
Clothing (Soiled/Damaged)	N/A	Immediate Disposal
Clothing Accessories	30 days	Donate
Shoes	30 days	Donate
Jewelry	30 days	Donate
Glasses	30 days	Donate
Bikes	N/A	Refer to Cycle Center
Longboards	30 days	Donate
Skateboards	30 days	Donate
Scooters	30 days	Donate
Recreational Equipment	30 days	Donate
Animals	N/.A	Refer to Animal Control
Weapons	N/A	Refer to Public Safety
Miscellaneous Items	30 days	Donate
Negligible Items	N/A	Immediate Disposal
Discretionary Items ⁱ	N/A	Immediate Disposal

*Any property with multiple contents will be assessed for items that require immediate disposal, personally identifiable, or high-value items. If contents require immediate disposal, they will be removed from property.

**Found Loose (not contained in wallet/purse/bag)

It is the discretion of the lost and found attendee whether or not an item will be accepted for processing or disposed of immediately.

4.4 Disclaimer

The University assumes no responsibility for the care and/or protection of any personal item(s) left unattended on University property and for loss, under any circumstances, including theft, vandalism, or malicious mischief of such item(s).

5. Related Information

Information Desk Lost and Found

(208) 426-4636

<https://www.boisestate.edu/infodesk/>

Revision History