



Approved: September 2015
Next Scheduled Review: September 2020

Rule Statement

Texas A&M University-Texarkana (A&M-Texarkana) shall dispose of abandoned and unclaimed property as provided in this rule.

Reason for Rule

This rule is required to implement [System Regulation 21.99.04, *Disposition of Abandoned and Unclaimed Personal Property*](#) and provide further instructions for the handling of abandoned and unclaimed personal property.

Procedures and Responsibilities

1. ABANDONED AND UNCLAIMED PROPERTY

- 1.1 All abandoned and unclaimed personal property found on the campus of A&M-Texarkana shall be delivered to and secured by the University Police Department (UPD).
- 1.2 All items shall be dated upon receipt and logged in the *UPD Property Log*. A Property Report will be filled out and maintained with the property until returned to the rightful owner or destroyed.
- 1.3 All abandoned and unclaimed property that comes into the possession of the UPD shall be released to the owner upon receipt of proper identification and proof of ownership, except where the personal property is held as evidence to be used in any pending criminal case.
- 1.4 UPD will make reasonable attempts to notify known owners of property through mail, telephone or other means. All other unclaimed property will be listed on UPD's web site and can be claimed by the rightful owner upon proper identification of property. *No finders will be able to make claims on returned property.*

2. DISPOSITION OF PROPERTY

- 2.1 All unclaimed personal property will be held for a period of at least 90 days. After that time, if the rightful owner does not claim the property or the owner is unknown, the personal property will be included in the University's surplus property sale or the property may be donated to a local non-profit organization.

- 2.2 Security sensitive items, including but not limited to, bank/credit cards, social security cards, checks, school identification cards, and driver licenses will be handled according to procedures mandated by the issuing office. Checks, bank cards, and/or credit cards will be shredded.
- 2.3 Electronic media storage devices (i.e. thumb drives, flash drives, etc.) without unique distinguishable markings on the surface that have not been claimed after ninety (90) days shall be destroyed by the UPD Property Sergeant.
- 2.4 Items with no intrinsic value shall be kept for ninety (90) days and if not claimed will be destroyed by the UPD Property Sergeant. This would include items such as keys, medicines, notebooks, etc.

3. AUCTION

- 3.1 Proceeds derived from the handling, storage or sale of such property (including unclaimed cash) will be deposited in an appropriate Student Affairs account and managed by the Assistant Vice President of Student Affairs. Proceeds will be used for the benefit of the student body.

Related Statutes, Policies, or Requirements

[Texas Education Code §51.213 Abandoned Personal Property System Regulation 21.99.04, *Disposition of Abandoned and Unclaimed Personal Property*](#)

Definitions

Abandoned or Unclaimed Property: Personal property is considered abandoned or unclaimed if the identity or the valid address of the owner cannot be determined from the information available to the holder of the property.

Contact Office

University Police Department
903.223.3114

System Approvals

Approved for Legal Sufficiency:

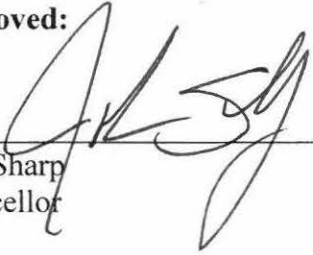


Ray Bonilla
General Counsel

9-1-15

Date

Approved:



John Sharp
Chancellor

9-7-15

Date