Rule Summary

Texas A&M University-Texarkana (A&M-Texarkana) shall dispose of abandoned and unclaimed personal property in accordance with this 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.

Rule

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 must 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 Chief of Police.

2.4 Items with no intrinsic value shall be kept for ninety (90) days and if not claimed will
be destroyed by the UPD Chief of Police. 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.

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**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

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**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.

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**Contact Office**

University Police Department
903.223.3114
System Approvals

Approved for Legal Sufficiency:

[Signature]
Ray Bonilla
General Counsel

1/27/23
Date

Approved:

[Signature]
John Sharp
Chancellor

1/27/23
Date