

## 21.99.04 Disposition of Abandoned and Unclaimed Personal Property



Reviewed [October 19, 2017](#)

Next Scheduled Review: October 19, 2022

Click to view [Revision History](#).

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### Regulation Statement

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The members of The Texas A&M University System (system) shall dispose of abandoned and unclaimed property as provided in this regulation.

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### Reason for Regulation

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The purpose of this regulation is to provide guidance to members for the disposition of abandoned and unclaimed personal property.

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### Definitions

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Click to view [Definitions](#).

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### Procedures and Responsibilities

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1. All abandoned and unclaimed personal property coming into the possession of the campus police or other designated office shall be released to the owner upon proper identification and proof of ownership, except where the personal property is being held as evidence to be used in any pending criminal case.
2. Within a reasonable amount of time after the property is received, the member shall make an attempt to notify known owners through a mailed notice and unknown owners through a public notice as appropriately determined by the member.
3. After unclaimed personal property is held for a period of at least ninety (90) days, the property may be sold at a public auction. Public notice should be given in advance of the auction.
4. All proceeds received by a member from the handling, storage and/or sale of abandoned and unclaimed personal property are hereby appropriated to that member.

5. The chief executive officer of each member is responsible for issuing a member rule to implement this regulation and provide further instructions for the handling of abandoned and unclaimed personal property.
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## **Related Statutes, Policies, or Requirements**

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[Tex. Educ. Code § 51.213 Abandoned Personal Property](#)

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## **Member Rule Requirements**

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A rule is required to supplement this regulation. See Section 5.

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## **Contact Office**

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System Office of Risk Management and Benefits Administration  
(979) 458-6330