

## **21.99.04 Disposition of Abandoned and Unclaimed Personal Property**

October 22, 1997  
Revised September 1, 1999  
Revised June 2, 2009  
Next Scheduled Review: June 2, 2011



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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 system members for the disposition of abandoned and unclaimed personal property.

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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 system 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 system 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 system 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 system 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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[Texas Education Code, § 51.213 Abandoned Personal Property](#)

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## **Definitions**

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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**

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System Risk Management  
(979) 458-6330