

21.99.04.R1 **Disposition of Abandoned and Unclaimed Personal Property**

Revised January 12, 2024

Next Scheduled Review: January 12, 2029



Rule Summary

East Texas A&M University shall dispose of abandoned and unclaimed property as provided in this rule.

This rule is to provide guidance to the campus for the disposition of abandoned or unclaimed personal property left on the campus in accordance with [System Regulation 21.99.04, Disposition of Abandoned and Unclaimed Personal Property](#).

Procedures and Responsibilities

- 1 All abandoned and unclaimed personal property coming into the possession of the university 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 Abandoned property collected by university departments will be held by such university department for thirty (30) days, noting when and where the property was discovered.
 - 2.1 For all property containing a name or contact information, an attempt to notify the owner will be made via telephone, text message, email, or other means. All attempts at contacting the owner shall be documented in writing.
 - 2.2 Articles of considerable value, prescription medication or security sensitive (i.e. bank/credit cards, checks, identification cards/driver licenses/passports) will be immediately forwarded to the University Police Department for safe keeping.
 - 2.3 Bicycles mislaid or left in racks outside residence halls over the summer break will be identified by Residential Living & Learning and if registered, UPD will contact the owner for recovery. Bicycles whose owners cannot be identified will be removed by Facilities/SSC for disposal as outlined in Section 3.
 - 2.4 Electronic media storage devices (i.e. thumb drives, flash drives, etc.) without unique distinguishable markings on the surface shall be forwarded to the Information Security Officer who will coordinate disposal of such electronic media storage devices that have not been claimed after ninety (90) days.

- 2.5 Unclaimed personal property discovered in university residencies will be processed in accordance with Residential Living & Learning procedures.
- 2.6 Unclaimed property held by university departments that remain unclaimed for more than thirty (30) days will be forwarded to Procurement Services, with the accompanying documentation, for continued storage and final disposition in accordance with Section 3 below.
- 3 Any unclaimed personal property, held by Procurement Services for a period of at least ninety (90) days will become the property of the university and will be included in the University's surplus property sale. Public notice will be given in advance of the auction.
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Related Statutes, Policies, or Requirements

System Regulation [*21.99.04, Disposition of Abandoned and Unclaimed Personal Property*](#)

[Texas Government Code – Section 2175.189](#)

Revision History

Approved August 13, 2009

Revised June 30, 2014

Reviewed April 2, 2018

Revised November 7, 2024 (University Name Update)

Contact Office

Procurement Services

903-486-3000