21.99.04.C1 Disposition of Abandoned and Unclaimed Personal Property

Revised: May 3, 2023
Next Scheduled Review: May 3, 2028
Revision History

Rule Summary

This rule provides guidance to the Texas A&M University-Corpus Christi (TAMU-CC) 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*.

Rule

1. ABANDONED AND UNCLAIMED PROPERTY

1.1. All abandoned and unclaimed personal property found on the campus of TAMU-CC shall be delivered to the University Center administration office or other designated department. The University Center will be the central hub to facilitate locating rightful owners of abandoned and unclaimed personal property.

1.2. All items shall be dated upon receipt and logged into the University Center Lost and Found Log, until returned to the rightful owner, sold, donated, or destroyed.

1.3. Personal property shall be released to the owner upon receipt of proper identification and proof of ownership, except where the personal property is being held as evidence to be used in any pending criminal case.

1.4. The University Center or designated department will make reasonable attempts to notify known owners of property through telephone or email.

1.5. Academic units (e.g., colleges, schools, library) will include additional guidance for the collection and disposition of abandoned and unclaimed property left behind by faculty members in the academic unit handbooks.

2. DISPOSITION OF PROPERTY

2.1. All unclaimed personal property will be held for a period of at least ninety (90) days by the University Center administration office which coordinates the campus lost and found. After that time, if the rightful owner does not claim the property or the owner is unknown, the personal property will be inspected and approved by the University Surplus department for disposition through a lost and found sale coordinated by the University Center.

2.2. Items with no intrinsic value will be disposed of through a lost and found sale or salvaged. Employees are prohibited from taking personal possession of items in trash cans or dumpsters.

2.3. Proceeds derived from the handling, storage, or sale of such property (including unclaimed cash) will be deposited in an appropriate Division of Student Engagement and Success account. Proceeds will be used for the benefit of the student body or donated to charities at the student body's request.

2.4. 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 processes mandated by the issuing office. Checks, bank cards, and/or credit cards will be shredded.

2.5. Electronic media storage devices (e.g., 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 University Center administration office in coordination with Information Technology.

2.6. Non-university entities adhere to their own processes for disposing of abandoned property. The university is not responsible for managing disposition of abandoned property for non-university entities.

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*

Contact Office

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