



## 21.99.04.D1 Lost, Found, Stolen, or Abandoned Property

Approved: July 29, 2013

Revised: November 8, 2018

Next Scheduled Review: November 8, 2021

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### Rule Statement

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Lost, stolen, or abandoned property shall be made available for claim by owners and unclaimed items will follow defined state of Texas processes for disposition.

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### Reason for Rule

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Texas, through disposition of property laws, has a declared abandonment period to return valuables to their rightful owners. If unsuccessful, the property reverts to the state. The Texas A&M University System has provided guidance for the disposition of personal property through regulation 21.99.04, and this document offers procedures specific to Texas A&M University-Central Texas.

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### Procedures and Responsibilities

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#### 1. UNIVERSITY POLICE DEPARTMENT

- 1.1 Any item that is presumed stolen should be reported promptly to the University Police Department. A criminal case will be created, issued a unique case number, and investigated appropriately.

#### 2. WELCOME CENTER

- 2.1 Lost and found items should be delivered to the Welcome Center Police Communications Desk located on the first floor in Founders Hall. Assistance is available during business hours, or you can email [dps@tamuct.edu](mailto:dps@tamuct.edu) to set up an appointment.
- 2.2 Within a 90-day period from the date the lost or abandoned property is reported to the Welcome Center Police Communications Desk, the rightful owner must make a claim thereon; upon proper proof, the article will be returned to the owner. All items shall be dated upon receipt and logged in the “Lost and Found Claim Log.”

### 3. DISPOSITION OF PROPERTY

3.1 For all property containing a name or contact information, the University Policy Department will attempt to notify the owner via telephone, text message, email, or other means (social media, Internet, etc.). Assistance for retrieval is available during business hours. *No finders will be able to make claims on returned property.*

3.1.1 Personally identifiable items, including but not limited to, bank/credit cards, social security cards, checks, school identification cards, or driver's licenses will be handled according to procedures mandated by the issuing office. (Example: Texas A&M University-Central Texas student identification cards will be returned to Student Business Services; social security cards will be returned to the respective office.) Checks, bank cards, and/or credit cards will be shredded.

3.2 Abandoned property collected by university departments will be delivered to the Welcome Center Police Communications Desk, except for larger items such as bicycles, motorcycles, automobiles, and articles of considerable value, which will be handled in accordance with Texas A&M University – Central Texas Police Department policy 12.1.1.

3.3 After items have been held for 90 days, a public auction may be held to sell any unclaimed property or donated to a nonprofit organization. Public notice will be given 15 calendar days in advance of the auction.

### 4. AUCTION

4.1 Proceeds derived from the handling, storage or sale of such property (including unclaimed cash) will be deposited in the Student Affairs Account and managed by Student Affairs. Proceeds will be used for the benefit of the student body.

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## Related Statutes, Policies, or Requirements

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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

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Abandoned Property – Property is considered abandoned or unclaimed if the identity or a valid address of the owner cannot be determined from the information available to the holder of the property.

Lost Property - Personal property that is outside the possession or control of owner and the owner's identity is not readily available to the holder of the property.

Returnable Lost or Abandoned Property – Property that is able to be securely stored at no risk to the storage unit or personnel that comes in contact with items.

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## **Contact Office**

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University Police Department  
(254) 501-5800