



21.99.04.W1 Disposition of Abandoned and Unclaimed Personal Property

Approved October 3, 2017
Current Revision May 23, 2023
Next Scheduled Review May 23, 2028

Rule Summary

All abandoned and unclaimed personal property found on the campus of West Texas A&M University is to be delivered and secured by the University Police Department. Employees, students, and other persons at the University discovering abandoned or unclaimed personal property should contact the University Police Department.

This rule outlines the criteria and responsibilities for returning and disposing of unclaimed property in accordance with System Regulation 21.99.04, Disposition of Abandoned and Unclaimed Personal Property.

Rule

1. PROCEDURES AND RESPONSIBILITIES

- 1.1. A report will be completed by the University Police Department containing pertinent information relating to the property. Individual items of property with an apparent value of less than \$500 (five hundred dollars) shall not require the completion of a report, but must be held for the minimum period of ninety (90) days before being disposed of in accordance with this rule. In the event multiple items are found together, if the collective value of the items is less than \$500 (five hundred dollars) then no report is required but the items must be held for the minimum period of ninety (90) days before being disposed of in accordance with this rule.
- 1.2. All electronic media received as found property at the University Police Department, that is capable of being formatted, will be formatted unless the item bears on its surface a unique, distinguishable mark, which would aid in the determination of ownership. Items of electronic media bearing an identifying

mark shall be processed and held as would any other item of found property. Unmarked electronic media received as found property shall not require the completion of a report.

1.3. The university Police Department will attempt to notify the owner of the property through mail or other appropriate means of communication. Unknown owners should be contacted through a notification procedure by the University Police Department and circulated on campus. All unclaimed personal property will be held for a period of at least ninety (90) days. After that time, if the owner does not retrieve the property or if the owner remains unknown, the personal property will be included in the University's surplus property sale, or the property may be donated to a local domestic violence shelter.

1.4. Items abandoned in residence halls or left at the end of the term will be removed in accordance with the Residential Living procedures handbook.

Related Statutes, Policies, or Requirements

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

Definitions

[Refer to System Regulation 21.99.04, Disposition of Abandoned and Unclaimed Personal Property](#) for definitions related to this rule.


Contact Office

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Approval Office

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Approval Signature




Walter Wendler
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6/7/23

Date

System Approvals*

Approved for Legal Sufficiency

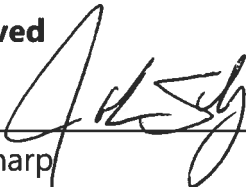


Ray Bonilla
General Counsel

5/19/23

Date

Approved



John Sharp
Chancellor

5/23/23

Date