

21.99.04.W1/BF Disposition of Abandoned and Unclaimed Personal Property

Approved 09-02-2009

Supplements System Regulation 21.99.04

1. 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. A report will be completed by the University Police Department with the pertinent information relating to the property. Items of property with an apparent value of less than \$20 (twenty dollars) shall not require the completion of a report, but must be held for the minimum period of 90 days before being disposed of in accordance with this rule.
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 determining ownership of the item. 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.
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 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 non-profit organization.

CONTACT FOR INTERPRETATION: Chief, University Police Department