

# 21.99.04.C1 Disposition of Abandoned and Unclaimed Personal Property



Approved: August 4, 2016  
Revised: August 4, 2016  
Next Scheduled Review: August 4, 2021

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## Rule Statement

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Texas A&M University-Corpus Christi (TAMU-CC) shall dispose of abandoned and unclaimed property as provided in this rule.

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## Reason for Rule

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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.

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## Procedures and Responsibilities

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1. Abandoned and Unclaimed Property
  - 1.1 All abandoned and unclaimed personal property found on the campus of TAMU-CC shall be delivered to University Center Administration office or other designated departments. The University Center will be the central hub to facilitating locating rightful owner.
  - 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 University Center or designated departments will make reasonable attempts to notify known owners of property through telephone or email.
2. Disposition of Property
  - 2.1 All unclaimed personal property will be held for a period of at least 90 days. After that time, if the rightful owner does not claim the property or owner is

unknown, the personal property will be sent to the University Surplus department for disposition.

- 2.2 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 procedures mandated by the issuing office. Checks, bank cards, and/or credit cards will be shredded.
- 2.3 Electronic media storage devices (i.e. 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 University Surplus department.
- 2.4. Items with no intrinsic value shall be kept for ninety (90) days and after which University Surplus Department will dispose of items. Employees are prohibited from taking personal possession of items in trash cans or dumpsters.
- 2.5 Proceeds derived from the handling, storage or sale of such property (including unclaimed cash) will be deposited in an appropriate Student Engagement and Success account. Proceeds will be used for the benefit of student body or donated to charities at student body request.
- 2.6 Non-University entities (e.g. housing providers) will have their own procedures for disposing of abandoned property. The University is not responsible for managing disposition of abandoned property for non-university entities.

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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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## **Contact Office**

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Contact for rule clarification and interpretation: Administrative Services  
361-825-2183