UNIVERSITY RULE

21.99.04.M1  Lost, Found, Stolen or Abandoned Property

Approved September 23, 1997
Revised August 24, 2010
Revised September 23, 2011
Revised May 8, 2012
Next scheduled review: May 8, 2017

Rule Statement

Lost, stolen or abandoned property shall be made available for claim by owners and unclaimed items will follow a system for disposition.

Reason for Rule

Texas through disposition of property laws has a declared abandonment period to return valuables to their rightful owners. If unsuccessful, then the property reverts to the state. The System has provided guidance for the disposition of personal property through regulation 21.99.04, and this document offers procedures for campus proctors and others.

Definitions

Lost or Abandoned Property – Personal property that is outside the possession or control of owner and the owners 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 storage unit or personnel that comes in contact with items.

Non-returnable Property – Items that pose a health or safety risk to Lost and Found and will be disposed of at the discretion of Lost and Found personnel.

Official rule

1. University Lost and Found Office
1.1. Lost or found items should be reported to the University Lost and Found office in care of MSC Hospitality, mail stop 1237. Assistance is available during business hours, or you can email lostandfound@msc.tamu.edu to set up an appointment.

1.2. Within a 90-day period from the date the lost or abandoned property is reported to the Lost and Found Office, 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.

2. Disposition of Property

2.1 For all property containing a name or contact information an attempt to notify the owner will be made via telephone, text message, email or other means (Facebook, Google, etc.) A nominal charge may be levied for handling and storage of all property. Assistance is available during business hours. No finders will be able to make claims on returned property.

2.1.1 Security sensitive items, including but not limited to, bank/credit cards, social security cards, checks, school identification cards, and driver’s licenses will be handled according to procedures mandated by issuing office. (Example: TAMU student identification cards will be returned to Student Business Services; SSN Cards will be returned to the respective office.) Checks, bank cards, and/or credit cards will be shredded.

2.2 Lost and Found Office personnel reserve the right to report items to the University Police Department on a case by case basis.

2.3. Abandoned property collected by university departments will be reported to the Lost and Found Office, except for larger items such as bicycles, motorcycles, automobiles, and articles of considerable value, which will be handled by the designated university department according to their respective established procedures.

3. Auction

3.1 After items have been held for 90 days, a public auction will be held to sell any unclaimed property to students, staff, faculty, and community members.

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

Related Statutes, Policies, or Requirements
OFFICE OF RESPONSIBILITY: University Lost and Found Office, MSC