

## 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*

*Revised March 12, 2018*

*Revised December 1, 2020*

*Revised May 28, 2024*

*Next scheduled review: May 28, 2029*

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#### **Rule Statement**

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Lost, stolen or abandoned property must be made available for claim by owners and unclaimed items will follow a system 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, then the property reverts to the state. The Texas A&M University System has provided guidance for the disposition of personal property through System Regulation 21.99.04, and this document offers procedures for campus proctors and others.

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#### **Definitions**

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

**Returnable Lost or Abandoned Property** – Property that can be securely stored at no risk to storage unit or personnel that encounters items.

**Non-returnable Property** – Items that pose a health or safety risk and items that are valued under five dollars (i.e. Promotional items) given to Lost and Found will be disposed of at the discretion of MSC Programs Office personnel, or the Director of Building Operations for the Qatar campus.

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## Official Rule

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### 1. UNIVERSITY LOST AND FOUND OFFICE

- 1.1. Lost or found items should be reported to the University Lost and Found care of the Memorial Student Center (MSC) Programs Office, mail stop 1237. Assistance is available during business hours by calling 979-845-1515 or in-person by going to the MSC Programs Office on the second floor of the Memorial Student Center, Suite 2240.
- 1.2. Within a 90-day period from the date the lost or abandoned property is reported to the MSC Programs Office, the rightful owner must make a claim thereon; upon proper proof, the article will be returned to the owner. All items must be dated upon receipt and logged in the Lost and Found Claim Log. After that same 90-day period, some items may be discarded or destroyed.

### 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 of social media. 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 shredded.
- 2.2 MSC Programs 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 MSC Programs 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. SALE

- 3.1 After items have been held for 90 days, a public sale will be held to sell any unclaimed property to students, staff, faculty, and community members. Items leftover after each sale will be donated to local charities.
- 3.2 Proceeds derived from the sale of such property in the care of the MSC Program Office (including unclaimed cash) will be deposited in the Lost and Found Account and managed by the MSC Programs Office. Proceeds will be used for the benefit of the student body.

### 4. TEXAS A&M UNIVERSITY AT GALVESTON

- 4.1 Lost and found items should be reported to campus police. Any items presumed stolen should be promptly reported to campus police. Abandoned property is held by campus police until claimed by the rightful owner. All property has a 90-day wait period in which the rightful owner can make a claim to the property. All lost and found items held in the police department after 90-days, are sent to surplus. All proceeds collected from the sale of surplus property are deposited for the benefit of the student body.

## 5. TEXAS A&M UNIVERSITY AT QATAR

- 5.1 Items should be reported to the Office of Facilities Planning and Management in 216 during regular business hours or the security control office in 015 outside of normal operating periods. Any calls for assistance can be made to 333 from a campus desk phone, or 4423-0333 from a mobile or outside line. Within a 90-day period from the date the lost or abandoned property is reported to the Qatar Security office, the rightful owner must make a claim thereon; upon proper proof, the article will be returned to the owner. All items must be dated upon receipt and logged in the Lost and Found Claim Log. Items of substantial size (e.g. bikes) or value (e.g. jewelry) will be transferred to Qatar Foundation Security for storage and ultimate disposal. Items exceeding 90 days will be transferred to Qatar Foundation Security for final disposition.

## 6. RESIDENCE LIFE FACILITIES

- 6.1 For items of value that are specifically lost, found, or abandoned in Residence Life maintained facilities (Residence Halls, Apartments, Corps of Cadets Dormitories, or Commons/Activity Centers), stated items will be kept at the nearest Area Office and held for a period of 30 days.
  - 6.1.1 The Department of Residence Life (DRL) will inventory, label and store items of value, and will send notification, through Texas A&M University (TAMU) email, to the respective resident(s) or guest(s), if known, requesting instruction as to whether items will be retrieved or if items may be disposed of by the Department.
  - 6.1.2 After the 30 days have expired, labeled items of value will be transferred to the University Lost and Found Office for the remainder of the 90-day period.
- 6.2 Any items of value that are abandoned during the move-out process at the end of a housing term, or when a student vacates their on-campus residence during an academic term, will be similarly collected and inventoried by DRL staff, stored at the Area Office, and will be held for 30 days.
  - 6.2.1 Notification will be sent through TAMU email to the resident(s) or guest(s) detailing the retrieval process.
  - 6.2.2 Any items left unclaimed within 30 days will be disposed of by approved procedures and/or donated to local charities accepting items.

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## **Related Statutes, Policies, or Requirements**

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

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## **Contact Office**

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[MSC Programs Office](#)

Division of Student Affairs

(979) 458-9721