

## 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*

*Next scheduled review: March 12, 2023*

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#### **Rule Statement**

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Lost, stolen or abandoned property shall 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 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.

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#### **Definitions**

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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 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 Student 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 MSC Student Programs Office, mail stop 1237. Assistance is available during business hours by calling 979-845-1515 or in-person by going to the MSC Student 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 Student Programs 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 MSC Student 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 Student 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.
  - 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 Lost and Found Account and managed by the Memorial Student Center Student 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. The campus police property officer will post items to Facebook to assist in locating the rightful owner. All property has a 90-day wait period in which the rightful owner can make a claim to the property. All items, except jewelry which is kept until claimed, are sent to surplus after the 90-day wait period. All proceeds collected from the sale of surplus property, except jewelry, will be deposited for the benefit of the student body.

5. Texas A&M University at Qatar

- 5.1 Items should be reported to Building Operation in 225 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 shall 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.

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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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OFFICE OF RESPONSIBILITY: [Student Programs Office, MSC](#)