

**AGENCY RULE**

**21.99.04.F1 Disposition of Abandoned and Unclaimed Personal Property**

*Approved March 28, 2016*

*Revised December 7, 2022*

*Next Scheduled Review December 7, 2027*

**RULE STATEMENT**

Texas A&M Forest Service (agency) will handle and dispose of abandoned and unclaimed property in accordance with Texas state law.

**REASON FOR RULE**

This rule is required by The Texas A&M University System (System) regulation 21.99.04, *Disposition of Abandoned and Unclaimed Personal Property*.

**PROCEDURES AND RESPONSIBILITIES**

1. GENERAL

1.1 Lost or found items on agency property should be reported to the local agency office. For items found, the local agency office staff will attempt to identify and notify the owner by telephone, mail, email or in person. The item will be released to the owner with proper identification and proof of ownership, except when the item is being held as evidence in a pending criminal case.

1.2 In the event the owner is not identified or the identified owner fails to retrieve the item within 90 days, the item will be deemed abandoned or unclaimed property.

1.3 Abandoned or unclaimed property coming into the possession of an agency office will be reported to the appropriate department head or Accountable Property Officer (APO), who will ensure that the property is disposed of in accordance with Administrative Procedure 30.11 Surplus Property.

1.4 Any proceeds received from the sale of abandoned and unclaimed property will be deposited into the Surplus Property account.

**RELATED STATUES, POLICIES AND REQUIREMENTS**

Texas Education Code, § 51.213, [*Abandoned Personal Property*](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.213)

System Regulation 21.99.04, [*Disposition of Unclaimed and Abandoned Personal Property*](http://policies.tamus.edu/21-99-04.pdf)

**DEFINITION**

**Abandoned or Unclaimed Property –** Personal property is considered abandoned or unclaimed if the identity of the valid address of the owner cannot be determined from the information available to the holder of the property.

**CONTACT OFFICE**

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