

Agency Rules

21.99.04.N1 Disposition of Abandoned and Unclaimed Personal Property

Approved: October 25, 2012

Revised: May 17, 2023

Next Scheduled Review: May 17, 2028

Rule Summary

The Texas A&M Engineering Extension Service (TEEX) must dispose of abandoned and unclaimed property as provided in this rule.

Definitions

[Abandoned or Unclaimed Property](#)

Rule

1. For abandoned and unclaimed personal property in TEEX possession the following apply:
 - 1.1. Release to Owner: Upon receiving proper identification and proof of ownership all abandoned and unclaimed property must be released to the owner, except when the property is being held as evidence in a pending criminal case.
 - 1.1.1. All property abandoned and/or otherwise determined to be evidence in a reported crime must be released to law enforcement personnel with jurisdictional responsibility as required by law.
 - 1.2. Attempt to Notify: If the owner is known, notify them via mail of the abandoned or unclaimed personal property within a reasonable amount of time. If the owner is unknown, publish a public notice to attempt to find the owners of abandoned and unclaimed personal property.
 - 1.3. Surplus: After 90 days of holding the abandoned and unclaimed property, follow the [TEEX Standard Administrative Procedure \(SAP\) 21.01.09.N0.01, Property Acquisition, Responsibility, and Accountability](#).

Related Statutes, Policies, or Requirements

[Texas Education Code 51.213, Abandoned Personal Property](#)
[System Regulation 21.99.04, Disposition of Abandoned and Unclaimed Personal Property](#)
[TEEX SAP 21.01.09.N0.01, Property Acquisition, Responsibility, and Accountability](#)

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