



**OFFICE OF THE DIRECTOR
THE UNIVERSITY OF TEXAS SYSTEM POLICE
POLICIES AND PROCEDURES MANUAL**



TITLE: DISPOSITION OF ABANDONED AND UNCLAIMED PERSONAL PROPERTY		
POLICY NUMBER: C-6	EFFECTIVE DATE: 09/01/04	RESCINDS / AMENDS: I-81-10 All Previous Policies Bearing This Subject
RELATED LAWS: Texas Transportation code Sections 683.001 – 683.078, Texas Health and Safety Code Sections 481.151 – 481.160		RELATED STANDARD(S) / RULE(S): Chapter VII, Section 10, Regents Rules

I. PURPOSE:

To insure that abandoned and unclaimed personal property is disposed of in accordance with state law and Rules and Regulations of the Board of Regents of The University of Texas System.

Attached is a copy of Section 10, Chapter VII, part Two of the Rules and Regulations, The Board of Regents of The University of Texas System concerning the disposition of abandoned and unclaimed personal property.

Roy R. Baldrige

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Director of Police

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RULES AND REGULATIONS OF THE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS SYSTEM, PART TWO, CHAPTER VII

Sec. 10. Disposition of Abandoned and Unclaimed Personal Property.

Abandoned and unclaimed personal property of every kind, except vehicles and drugs, which is not being held as evidence to be used in a pending criminal case which shall remain in the custody of any component institution property manager for a period of sixty (60) days will be disposed of in the following manner:

- 10.1 The designated Property Manager shall mail a notice to the last known address of the owner of such property by certified mail, return receipt requested, if the owner is known. If the owner is unknown, or, if known, does not respond to notices mailed to his last known address, then the Property Manager shall cause to be published once in the campus student newspaper (if any), or once in a paper of general circulation in the county in which the institution is located (if there is no student newspaper), a notice containing a description of the property held, the name of the owner, if known, the name and address of the officer holding the property, and the location where the property can be inspected. The notice shall also state that after the expiration of at least sixty (60) days from the date of the publication, such property, if unclaimed, will be sold, and, if scheduled, the date, time, and place of such sale.
- 10.2 All personal property which remains unclaimed at the expiration of sixty (60) days from the date of publication of the notice required by letter with Certificate of Mailing, if the owner was known, shall be deemed to be abandoned and may be sold.
- 10.3 The designated Property Manager shall sell the property which has been abandoned to the highest bidder at public sale; the Property Manager may decline the highest bid and reoffer such property for sale, if he considers such bid insufficient; he need not offer any property for sale, if, in his opinion, the probable cost of sale is in excess of the value of the property; the designated Property Manager shall deposit all proceeds of the sale into a fund which shall be designated for this purpose.
- 10.4 Any person claiming an interest in any property delivered to the designated Property Manager, which has been presumed abandoned and sold under the provisions of this section, shall be allowed to file a claim to such property with the designated Property Manager on forms and through procedures prescribed by the Property Manager; upon approval of such claim by the designated Property Manager, the owner may recover the proceeds of such sale after deducting the reasonable expense of keeping such property and the cost of the sale.
- 10.5 Proceeds of the sale, which remain unclaimed, may be used by the institution for student scholarships.
- 10.6 Vehicles, which are abandoned and unclaimed, will be disposed of in accordance with Section 683.001 – 683.078 of The Texas Transportation Code, or as hereafter amended.

- 10.7 Drugs in the possession of any component institutional police department will be disposed of in the manner prescribed by Section 481.151 – 481.160, of the Texas Health and Safety Code, or as hereafter amended.