

Christopher Newport University

Policy: Unclaimed Property Policy **Policy Number: 1070**

Executive Oversight: Vice President for Facilities and Campus Operations
Contact Office: University Police
Frequency of Review: Biennial
Date of Last Review: November 2024

A. PURPOSE

This policy establishes procedures by which the care, restitution, sale, destruction or disposal of unclaimed personal property, lost or abandoned, and in the possession of Christopher Newport University, shall occur.

B. POLICY STATEMENT

Unclaimed personal property, lost or abandoned, and in the possession of Christopher Newport University shall be managed in accord with the provisions of the *Code of Virginia* §23.1-104 as set out below. Such property shall be held for 120 days, and reasonable efforts shall be made to restore such property to its owner.

C. DEFINITIONS

Tangible Personal Property: Any property, other than a registered motor vehicle, which has physical form and characteristics.

Abandoned Property: Any property the possession of which has been voluntarily relinquished by its owner. Abandoned property shall include, but not be limited to, all property left by faculty, staff or students on University owned or operated property after departure or separation from the University. Abandoned property shall further include all items remaining in any room of a residence hall upon the conclusion of a housing agreement.

Lost Property: Any property that is no longer in the possession of the owner due to accident, oversight, inadvertence, negligence, or any other unintentional or involuntary occurrence, when the property owner does not know where the property is.

Intangible Personal Property: Property of individual value which cannot be touched or held but instead represents something else of value. Examples include patents, copyrights, life insurance contracts, securities investments, and partnership interests.

D. PROCEDURES

1. Tangible Personal Property

In the case of tangible personal property lost or abandoned at Christopher Newport University, the institution shall implement the following procedures:

a. Collection of Lost or Abandoned Tangible Personal Property:

Any item of tangible personal property found on University property that appears to be lost or abandoned shall be taken to the University Police Station, with the exception of lost or abandoned items found in the Residence Hall. The University Police will maintain a record of all tangible personal property that has been transferred to them.

b. Collection of Lost or Abandoned Tangible Personal Property Found in the Residence Halls:

Any item of tangible personal property found in the Residence Halls that appears to be lost or abandoned by students shall be taken and stored by Residence Life and Housing Administration. The Office of Residence Life and Housing Administration shall maintain a record for a minimum of six months of all tangible personal property left in the Residence Halls.

Any item of tangible personal property found in the Residence Halls as a result of conferences and/or camps shall be taken and stored by the Office of Scheduling, Events and Conference Services. The Office of Scheduling, Events and Conference Services shall maintain a record of all tangible personal property left as a result of conferences and/or camps.

c. Efforts to Identify Owners of Lost Tangible Personal Property:

The University shall make reasonable efforts to identify the owner of any lost or abandoned property. In the event that the owner is found, the University may charge the owner a reasonable fee for storage of the property.

d. Disposition of Unclaimed Tangible Personal Property:

Unclaimed tangible personal property shall be held by the University for a minimum of 120 calendar days. At the end of the 120 days, the University shall determine how it will dispose of lost or abandoned property. The University may: (1) retain the property for its own use, (2) sell the property in accordance with this policy, (3) dispose of the property; or (4) donate the property to an appropriate charity.

e. Sale of Unclaimed Tangible Personal Property:

After the 120-day period, the institution may sell the property to the highest bidder at a public auction or by sealed bid. If, in the sole judgment of the University, the highest bid is insufficient, the University may withdraw the item.

- i. The net proceeds of any sale shall be held for 90 days and within that time may be claimed by the original property owner. The University may charge the owner a reasonable fee for storage of the property. After 90 days, the net proceeds shall be credited to the University's operating fund.

- ii. Any such sale shall be preceded by reasonable notice. Such notice shall include at a minimum public posting of the notice of the sale on a University communication platform. The University shall also e-mail notice of the sale to the last known address of any person that the institution determines to reasonably appear to be the owner of the property to be sold.
 - f. Disposal of Certain Types of Tangible Personal Property:
The University may dispose of all tangible personal property that, in the sole judgment of the University, has no use for the University, is inappropriate to sell, is inherently dangerous, or can only be used for unlawful activities. In such a situation, the University may dispose of the property in an appropriate manner or donate it to an appropriate charitable organization.
2. Registered Motor Vehicles
Whenever a registered motor vehicle is abandoned on the University campus, the University Police shall seize the vehicle and dispose of it in the manner specified by the City of Newport News ordinances. In the event that the vehicle is sold, the proceeds shall be retained for 90 days and if no claim is made within that time, such funds shall be credited to the University's general operating fund.
3. Intangible Personal Property
Whenever any intangible personal property is believed to be lost or abandoned it shall be administered as provided in *Code of Virginia*, §23.1-104.

E. AUTHORITY

Code of Virginia, Section 23.1-104

F. APPROVAL AND REVISIONS

Approved By: Board of Visitors, June 20, 2001
Revision 1: Policy Committee, November 11, 2019
Revision 2: Policy Committee, November 14, 2024

G. NEXT REVIEW DATE: Fall 2026