

**Appendix 23:**

**“Found” Property Disposal Regulations**

## **Federal Management Regulations**

### **Subpart D—Unclaimed Personal Property**

#### **§102-41.120—How long must we hold unclaimed personal property before disposition?**

You must generally hold unclaimed personal property for 30 calendar days from the date it was found. Unless the previous owner files a claim, title to the property vests in the Government after 30 days, and you may retain or dispose of the property in accordance with this part. However, see the following sections for handling of unclaimed personal property under specific circumstances.

#### **§102-41.125—What choices do I have for retaining or disposing of unclaimed personal property?**

You may either retain or dispose of unclaimed abandoned personal property based on the following circumstances:

(a) If your agency has a need for the property, you may retain it for official use if you have held the unclaimed property for 30 calendar days and the former owner has not filed a claim. After 30 days, title vests in the Government and you may retain the unclaimed property for official use. Large sedans and limousines which may only be retained for official use as authorized under [Part 102-34](#) of this subchapter B. See [102-41.130](#) for how retained property must be handled.

(b) If your agency doesn't need the property, you should determine whether it may be immediately abandoned or destroyed in accordance with the provisions at FMR [102-36.305](#) through [102-36.330](#). You are not required to hold unclaimed property for 30 days, if you decide to abandon or destroy it. Title to the property immediately vests in the Government in these circumstances. In addition to the circumstances when property may be abandoned or destroyed without public notice at FMR [102-36.330](#), unclaimed personal property may also be abandoned or destroyed without public notice when the estimated resale value of the property is less than \$500. See [102-41.135](#) for procedures to be followed if a claim is filed.

(c) If the property is not retained for official use or abandoned or destroyed, you must report it to GSA as excess in accordance with [102-41.140](#).

#### **§102-41.130—What must we do when we retain unclaimed personal property for official use?**

(a) You must maintain records of unclaimed personal property retained for official use for 3 years after title vests in the Government to permit identification of the property should the former owner file a claim for the property. You must also deposit funds received from disposal of such property in a special account to cover any valid claim filed within this 3-year period.

(b) When you no longer need the unclaimed property which you have placed in official use, report it as excess in the same manner as other excess property under [Part 102-36](#) of this subchapter B.

#### **§102-41.135—How much reimbursement do we pay the former owner when he or she files a claim for unclaimed personal property that we no longer have?**

If the property was sold, reimbursement of the property to the former owner must not exceed any proceeds from the disposal of such property, less the costs of the Government's care and handling of the property. If the property was abandoned or destroyed in accordance with [102-41.125](#), or otherwise used or transferred, reimbursement of the property to the former owner must not exceed the estimated resale value of the property at the time of the vesting of the property

with the Government, less costs incident to the care and handling of the property, as determined by the General Services Administration, Office of Travel, Transportation, and Asset Management (MT), Washington DC, 20405

### **§102-41.140—When do we report to GSA unclaimed personal property not retained for official use?**

After you have held the property for 30 calendar days and no one has filed a claim for it, the title to the property vests in the Government. If you decide not to retain the property for official use, report it as excess to GSA in accordance with [Part 102-36](#) of this subchapter B.

### **§102-41.145—Where do we send the reports for unclaimed personal property?**

Except for the items noted in [102-36.125](#) of this subchapter B, report unclaimed personal property to the regional GSA Property Management Branch office for the region in which the property is located.

### **§102-41.150—What special information do we provide on reports of unclaimed personal property?**

On reports of unclaimed personal property, you must provide the report or case number assigned by your agency, property description and location, and indicate the property as unclaimed and the estimated fair market value.

### **§102-41.155—Is unclaimed personal property available for transfer to another Federal agency?**

Yes, unclaimed personal property is available for transfer to another Federal agency, but only after 30 calendar days from the date of finding such property and no claim has been filed by the former owner, and with fair market value reimbursement from the recipient agency. The transferred property then loses its identity as unclaimed property and becomes property of the Government, and when no longer needed it must be reported excess in accordance with [Part 102-36](#) of this subchapter B.

### **§102-41.160—May we retain the reimbursement from transfers of unclaimed personal property?**

No, you must deposit the reimbursement from transfers of unclaimed personal property in a special account for a period of 3 years pending a claim from the former owner. After 3 years, you must deposit these funds into miscellaneous receipts of the U.S. Treasury unless your agency has statutory authority to do otherwise.

### **§102-41.165—May we require reimbursement for the costs incurred in the transfer of unclaimed personal property?**

Yes, you may require reimbursement from the recipient agency of any direct costs you incur in the transfer of the unclaimed property (e.g., storage, packing, preparation for shipping, loading, and transportation).

### **§102-41.170—Is unclaimed personal property available for donation?**

No, unclaimed personal property is not available for donation because reimbursement at fair market value is required.

### **§102-41.175—May we sell unclaimed personal property?**

Yes, you may sell unclaimed personal property after title vests in the Government (as provided for in [102-41.120](#)) and when there is no Federal interest. You may sell unclaimed personal property subject to the same terms and conditions as applicable to surplus personal property and in accordance with [Part 102-38](#) of this subchapter B.

**§102-41.180—May we retain the proceeds from the sale of unclaimed personal property?**

No, you must deposit proceeds from the sale of unclaimed personal property in a special account to be maintained for a period of 3 years pending a possible claim by the former owner. After the 3-year period, you must deposit the funds in the U.S. Treasury as miscellaneous receipts or in such other agency accounts when specifically authorized by statute.