

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: VI:22:00

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Subject: Receipt of Legal Papers Served on the College

The SUNY Office of University Counsel advises that all college offices should be notified of the procedures to follow regarding the receipt of legal papers of any kind by a campus employee. Accordingly, Buffalo State's procedures are as follows:

The Associate Vice President for Finance and Management/Comptroller is the college's official liaison to the Office of University Counsel for the purpose of receipt of service of legal papers on the college, notification of the area of the college affected (required to respond), and decision about who should notify SUNY counsel, the attorney general, or other parties. When legal papers of any kind are served upon a campus employee or the college, the campus liaison should be contacted immediately and the legal papers should be forwarded to the liaison.

If the Associate Vice President for Finance and Management/Comptroller is unavailable, the referral should be made to the Assistant Vice President for Finance and Management.

This procedure is especially important when legal papers request personnel files or information on students or are requests made under the USA Patriot Act. Various other rights, such as those afforded by FERPA, the Personal Privacy Protection Law, and collective bargaining agreements are involved in those situations.