
LEGAL PAPERS SERVED ON THE INSTITUTION (POLICY ON RECEIPT OF)

Category: Compliance and Legal Matters

Date Established: 03/02/2015

Responsible Office: Comptroller's Office

Date Posted to Library: 04/01/2016

POLICY SUMMARY

This policy describes the requirement that members of the campus community in receipt of legal papers forward them promptly to the designated official campus liaison.

POLICY

Policy Statement

When legal papers of any kind are served upon a campus employee of SUNY Buffalo State, the official SUNY Buffalo State liaison to the SUNY Office of General Counsel should be contacted immediately and the legal papers should be forwarded to the liaison.

The associate vice president for finance and management/comptroller is SUNY Buffalo State's official liaison to the Office of General Counsel for the purpose of receipt or service of legal papers on SUNY Buffalo State and is responsible for coordinating a campus response, notifying the appropriate campus and external parties.

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.

Background

The SUNY Office of General Counsel advises that all college offices be notified of the steps to follow regarding the receipt of legal papers of any kind by a campus employee.

This policy is especially important when legal papers request personnel files or information about 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 these situations.

Applicability

This policy applies to all faculty and staff of SUNY Buffalo State.

Definitions

Legal papers - For the purposes of this policy, legal documents of any kind, including but not limited to those containing statements of legal status or authority; those providing evidence of some type of obligation; or those involving complaints or summonses prepared in order to pursue legal or court action.

Responsibility

The associate vice president for finance and management/comptroller is the institution's official liaison to the Office of General Counsel for the purpose of receipt or service of legal papers on Buffalo State and is responsible for coordinating a campus response, notifying the appropriate campus and external parties.

Legal Papers Served on the Institution (Policy on Receipt of)

CONTACT INFORMATION

Comptroller's Office
Cleveland Hall, Room 507
1300 Elmwood Avenue
Buffalo, NY 14222

Phone: (716) 878-4312
Fax: (716) 878-3140
Website: <http://financeandmanagement.buffalostate.edu/comptroller>
E-mail: thorja@buffalostate.edu

APPROVAL

Approved prior to 2016