

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

Division: Finance & Management**Responsible Office:** Finance & Management, VP Office**Date Established:** 09/20/2011**Date Last Revised:** 05/15/2026**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 STATEMENT

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

The Vice President for Finance and Management is Buffalo State's official liaison to the Office of General Counsel for the purpose of receipt or service of legal papers on Buffalo State College and is responsible for coordinating a campus response, notifying the appropriate campus and external parties.

If the Vice President for Finance and Management is unavailable, the referral should be made to the Coordinator for Financial Operations.

BACKGROUND

The SUNY Office of General Counsel advises that all university 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 Buffalo State University.

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 Vice President for Finance and Management 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

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REVISION HISTORY

Date of change: 11/03/2019

Brief description of edit: Updates to titles of the official liaison and secondary liaison to the Office of SUNY General Counsel.

Date of change: 05/15/2026

Brief description of edit: Adapted to ADA compliant template