

Effective: May 14, 1991

**Administrative Policy
RESPONSE to SUBPOENAS**

Approved: May 14, 1991
President's Advisory Council

This policy applies to the University's response to subpoenas and other legal documents which request access to information and/or copies of documents covering employees or

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The Vice President will forward all subpoenas and other legal documents requesting information or University records to University Legal Counsel for review, evaluation and advice. In cases where a timely response precludes forwarding of documents, the University Legal Counsel should be consulted by telephone.

The Vice President will refer all contacts from outside attorneys and administrative or court officials requesting legal documents or University records to Legal Counsel for response.

The University Legal Counsel will review all subpoenas and legal documents referred by a Vice President or any other University source requesting information or University documents.

The University Legal Counsel will respond to all contacts or correspondence from outside attorneys and administrative or court officials requesting information or University records.

The University Legal Counsel will recommend to the Vice President or other appropriate University official the appropriate course of action in response to subpoenas and other legal documents requesting University records.