

Instructions for Handling Legal Inquiries

This is to address third party requests for information concerning employees and students.

If university personnel become aware of any contact by an agent, representative, investigator, auditor, attorney, law enforcement agency, or other third party seeking information about employees or students, said university personnel should inquire about the reason for the request, ask to see and make a copy of the individual's identification and business card to obtain the person's name and agency affiliation, and ask to see and make a copy of a signed release of information from the student or employee for whom the information is requested if one is available. If contact is by telephone, university personnel should ask the individual to fax a business card or other identification or ask for the individual's name and phone number and call him/her back to verify identity. If you have confirmed the identity of the requestor and they have a signed release which you have verified, it is acceptable to release information. University personnel who are unsure of whether to release requested information should consult with the applicable vice president.

Should individuals, including governmental officials, deliver or appear on campus to serve a **warrant** or **subpoena** demanding production of documents related to employees or students, such information should not be disclosed without seeking the authority of the Office of the President. The university has obligations to comply with lawfully issued warrants and subpoenas; however, university personnel do not have the authority individually to disclose the requested information until the Office of the President confirms the validity of the request.

If someone approaches with a warrant or subpoena, university personnel should direct that person to the Office of the President in Sutton Hall, room 201.

At no time should university personnel accept a warrant or subpoena or make the decision to share information without following these directions.

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