



UC San Diego

Policy & Procedure Manual

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GENERAL COUNSEL

Section: 470-1 SUPPLEMENT I

Effective: 08/01/2003

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Issuing Office: [Campus Counsel](#)

SUPPLEMENT I

OTHER TYPES OF LEGAL DOCUMENTS AND REQUESTS

These Guidelines focus on subpoenas for the production of UCSD records and personnel. Several types of legal documents fall outside the Guidelines' scope and other policies augment this policy, as identified below. UCSD's response to many of the types of documents listed below must meet legally-prescribed deadlines, so your immediate contact of the applicable department listed below is imperative.

- A. **Search Warrants** - For search warrants or subpoenas summoning a person to testify in person and for information regarding witness fees and recuperation of costs for copying records, see UC Business and Finance Bulletin RMP-10 "Instructions for Responding to Subpoena", located on the Web at <http://www.ucop.edu/ucophome/policies/bfb/rmp10.html>.
- B. **Health Information** - For requests for the release of health information, please **immediately** contact Health Information Services, UCSD Medical Center at (619) 543-7321.
- C. **Police Records** – For requests for police records, please contact the UCSD Police Department, information about which is located on the Web at <http://police.ucsd.edu/>.
- D. **Public Records Requests** - For requests for public records under the California Information Practices Act, California Public Records Act or the Freedom of Information Act, see <http://adminrecords.ucsd.edu/IPARecords/Index.html>, Policy and Procedures Manual 480-3 "Responsibilities and Guidelines for Handling Records Containing Information About Individuals", located on the Web at <http://adminrecords.ucsd.edu/ppm/docs/480-3.html>, and UC Business and Finance Bulletin RMP-8 "Legal Requirements on Privacy of and Access to Information," located on the Web at <http://www.ucop.edu/ucophome/policies/bfb/rmp8toc.html>.
- E. **Audit Records Requests** – For any UCSD record request associated with an external audit or review (other than the UCSD annual financial review performed by The Regents' auditing firm) please contact Audit & Management Advisory Services (AMAS) at (858) 534-3617. Requests for records needed in the course of an external audit are processed by AMAS in accordance with UCSD Policy and Procedure Manual 300-5, Audits by External Agencies.
- F. **Summons and Complaint** - For summons and complaints (formal filings that commence legal action), please **immediately** contact Risk Management at (858) 534-2454.
- G. **Student Records** - For requests for student records other than pursuant to subpoenas, please contact the Student Records Advisor at (858) 534-6225 or naguilar@ucsd.edu. Guidelines for records that contain personally identifiable student information are set forth in UCSD Policies and Procedures Manual 160-2, located on the Web at <http://adminrecords.ucsd.edu/ppm/docs/160-2.html>



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- H. Proofs of Claim** - For proofs of claim and other notices of legal proceedings involving UCSD vendors and service providers, please **immediately** contact Office of the Controller, (858) 534-0660.

In addition to the policies listed above, the following policies are relevant to these Guidelines:

"University of California Electronic Communications Policy" (11/17/00), located on the Web at <http://www.ucop.edu/ucophome/policies/ec/html/>.

"UCSD Email Procedures and Practices" (10/03/98), located on the Web at <http://www.ucsd.edu/email.html>.