

**ADMINISTRATIVE PROCEDURES**

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| **70.02 Subpoenas** | **Revised: November 22, 2022** |

1. DEFINITION

A subpoena is “the usual writ for the summoning of witnesses or the submission of evidence, as records or documents, before a court or other deliberative body.” [*Dictionary.com Unabridged*. Random House, Inc. 30 Oct. 2013]

2. NOTIFICATION

An employee who receives a subpoena will notify their immediate supervisor and the Compliance Coordinator in the Office of Finance and Administration within one business day. The supervisor is responsible for notifying other appropriate personnel within the chain of command.

3. SUBPOENA FOR WITNESS

The Compliance Coordinator will notify the System Office of General Counsel (OGC) of the subpoena. The Compliance Coordinator will coordinate other activities related to the subpoena as determined by OGC.

4. SUBPOENA FOR RECORDS

4.1 The Compliance Coordinator will notify OGC of the subpoena, assemble the records, deliver the records to the court, and coordinate communication with the court.

4.2 If the subpoena requires delivery of original records, the record custodian must retain copies of the records along with a copy of the subpoena to document the disposition of the original records.

4.3 If original records are returned, the Compliance Coordinator will coordinate their disposition in accordance with the records retention schedule.

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