

B :

Legal Papers- includes any document or other correspondence that requires the College or its employees to respond or potentially incur legal sanctions on behalf of the College. Examples include legal complaints or petitions, answers or other materials relating to litigation; subpoenas for documents or testimony; notices of court proceedings or hearings; notices of administrative proceedings or hearings; court orders; notices of deposition; requests for documents; orders to show cause; garnishments; mechanics' liens; restraining orders; or notices from governmental authorities.

B :

- x New York Civil Practice Law and Rules
- x Federal Rules of Civil Procedure
- x Freedom of Information Law (FOIL) Policy

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