

List of Legal Process Coordinators

Type of Record	Title/Name	Department	Location	Mailcode	Phone	Fax
Academic Records						
Dental School	Assistant Dean Carol Bibb	School of Dentistry	A3-030 Dentistry Bldg	166815	825-2615	206-5539
Law School	C.I.O. Sean Pine	School of Law	1224 Law Bldg	147602	825-4689	206-7763
Medical School	Director	SOM Office of Student Affairs	12-159 CHS	172016	825-3970	794-9574
Undergraduate & Graduate	Registrar's Asst Kathleen Parent	Registrar's Office	1105 Murphy Hall	142901	825-3728	825-6235
Construction Project Records						
Contracts, bid documents, blueprints, etc.	Litigation Specialist Paul Townsend	Capital Programs	245 Capital Programs Building	136507	206-8128	206-7421
Electronic Communications Records*						
All Students, Staff, Faculty – <i>when law enforcement is involved</i>	Sergeant of Detectives	UCLA Police Dept	601 Westwood Plaza	136408	825-9371	206-9645
All Students, Staff, Faculty – <i>when no law enforcement is involved</i>	Director Aimee Felker	Records Management & Information Practices	10920 Wilshire Ctr, Ste 500	143348	794-2988	794-8961
Subscriber information under Digital Millennium Copyright Act	Director Ross Bollens	Office of Information Technology – IT Security	5308 Math Sciences Bldg	155705	825-9192	206-7025
Employment Records						
Staff	Subpoena Coordinator Mayra Lucero	Records Mgmt	10920 Wilshire Ctr, 5th Flr	143348	794-8741	794-8961
Medical Doctors	Director Albert Glover	SOM Dean's Office - Academic Affairs	924 Westwood Blvd, Ste 545	698346	794-8192	794-0694
Professors	Prin Adm Anal Esther Hamil	Academic Personnel	3109 Murphy Hall	140701	825-5462	206-6030
Financial Records						
Hospital & Patient Accounts	Health Advocates	Patient Business Svcs	10920 Wilshire Blvd, Ste 1600	173946	825-8021	794-8565
University	Director Aimee Felker	Records Management & Information Practices	10920 Wilshire Blvd, Ste 500	143348	794-2988	794-8961
Medical Records						
Dental (Faculty Practice)	MSO Stephanie Robinson	Dental/General Clinic	10-136 CHS	166815	206-1184	825-2951
Dental (Student Practice)	Dr. Ron Mito	Dental/Hosp Dent	53-042L Dentistry Bldg	166815	794-7970	206-2965
Patient	Privacy Mgt Office Dir Joan Brisard	Medical Records	BH-265 CHS	177620	825-5958	794-5575
Psychiatric	Patient Record Abstractor Harriet Morgan	NPI&H Medical Records	C7-439 NPI	175919	825-0226	206-7682
Student Health	Medical Records Asst Vanessa Bell	Ashe Student Health & Wellness Ctr	221 Westwood Plaza	170306	825-4694	206-8012
Library Records						
Patron Records	Coord, Digital Acquisitions Sharon Farb	UCLA Library	33442 YRL	157511	206-3388	206-4109

* includes e-mail, e-mail or Web server logs, specific IP addresses, time stamps and any other anonymous transaction-related information.