

0680 Contracts

Description: Documents the binding agreement between the university and third parties.

Examples: Records may include Requests for Proposals (RFPs), agreements, contracts, amendments, archival deeds of gift, terms and conditions, billing and payment records, and related correspondence.

Retention Period: **Retain until expiration of the contract plus 6 years, and then securely destroy.**

Authority: 260 MGL § 2