

# 0160 Contracts and Agreements

*Description:* Records pertaining to contracts entered into by the University or on behalf of the University, or one of its units, including vendor and consultant agreements, grant agreements, memorandum of understanding and sponsored research agreements. *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 for 6 years following expiration or termination of the contract or agreement, and then securely destroy, unless a longer period is specified by the contract or funding agency.**

*Authority:* 260 M.G.L. § 1-2