

# 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