



General Records Retention Schedules > Legal Records

- Contracts
- Liability Waivers

Note:

Retention schedules may change periodically.
 Please visit the Archives website for official, up-to-date General Records Retention Schedules.

Contracts *Effective 12/2009*

Binding written and signed agreements between the University and another party. Contracts require signature authority by those signing on behalf of the University. All contracts should be submitted to the University’s Office of General Counsel for review before signing on behalf of the University (unless an exception has been granted by the Office of General Counsel).

CONTRACTS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Any Office	10 years after termination or expiration of contract	Transfer to the Archives for appraisal and retention / destruction
Unofficial Copies	Any Office	As needed for reference	Destroy

Liability Waivers *Effective 12/2009*

Forms signed by individuals prior to voluntary participation in Notre Dame events or activities that may result in injury, typically relinquishing the individual's right to hold the University responsible for injuries.

LIABILITY WAIVERS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Any Office	3 years; If signed by or on behalf of a minor, 3 years after the minor's 18th birthday	Destroy
Unofficial Copies	Any Office	As needed for reference	Destroy