

CRAS: Legal



**University
of Manitoba**

The Office of Legal Counsel is the Office of Record for all legal contracts and advice. The following classifications apply to all other offices.

LEGAL-010 (Contracts and Agreements)

Series includes copies of all original legal agreements and contracts. Office of Primary Responsibility is the Office of Legal Counsel and they are responsible for maintaining the original contract or agreements. For all other offices:

Retention: Obsolete + 1 year: Destroy.

One copy of the agreement that has been signed by all parties must be forwarded to the Office of Legal Counsel for filing in the University's Central Contracts Vault. Units should make a copy of the contract or agreement for their files. For more details, see the Office of Legal Counsel's [Information Regarding Signing of Agreements Policy and Procedure](#).

LEGAL-020 (Legal Advice)

Series consists of copies all correspondence to and from internal and external counsel. Records may include memos, emails, letters and samples. Office of Primary Responsibility for these records is the Office of Legal Counsel and they are responsible for ensuring full retention of these records. For all other offices:

Retention: Obsolete + 1 year: Destroy.

All Legal advice is considered privileged unless otherwise directed by counsel.

LEGAL-030 (Standard Waiver)

Series consists of standard waiver forms for student trips, travel and study abroad, exchanges, participation in work-study co-ops, volunteering etc. Waivers should be maintained in the office of origin. It is recommended that you obtain standard legal forms for use from the website, rather than relying on previously saved versions. Standard forms may be found by visiting the webpages for the [Office of Legal Counsel](#). Records can be divided into the following sub-sets:

LEGAL-031 (Waiver Sample): Blank sample of waiver form:

Retention: Transfer 1 copy of any amended, revised or new waiver form to Archives for permanent retention.

LEGAL-032 (Completed Forms): Completed waiver forms:

Retention: For participants that have reached the age of majority (18) retain for 2 years after the completion or termination of the event: Destroy. If the participant is a minor, retain waivers for 2 years after their 18th birthday: Destroy.

LEGAL-099 (University Forms)

Series consists of all university created forms for use by applicants, students and staff. This includes but is not limited to: application, appeal, authorization, permission, request and recommendation forms. *This classification applies only to a blank sample form*: all completed forms should be filed in the client/subject's appropriate file.

Retention: 1 blank copy of each form and any revision to the form should be transferred to Archives. Please include the dates the form was in use when transferring records to the archives.