

## Retention of Legal Counsel Policy

**Effective Date:** August 17, 2023  
**Supersedes:** Retention of Legal Counsel Out of Foundation-Administered Sponsored Funds Policy  
**Policy Review Date:** To be reviewed every 3 years from effective date  
**Issuing Authority:** Research Foundation President  
**Policy Owner:** General Counsel  
**Contact Information:** 518.434.7045  
[rlegal@rfsuny.org](mailto:rlegal@rfsuny.org)

### Reason for Policy

The Office of General Counsel and Secretary is responsible for all legal matters involving the Research Foundation.

### Statement of Policy

Operations Managers and other campus based RF Representatives may not engage or retain outside counsel without the express prior approval of the Office of General Counsel and Secretary. Engagements of outside counsel, including any modifications and extensions will be made by the Office of General Counsel and Secretary.

All documents and notices related to litigation, including notices of any administrative action or hearing, subpoenas, or other legal demands or requests, documentation containing an affirmation; attestation; representation or warranty concerning pending litigation; and investigations involving the RF must immediately be forwarded to the Office of General Counsel.

Expenditures made on outside counsel engagements may be subject to the RF's [Responsibility for Losses Policy](#).

### Responsibilities

The following table outlines the responsibilities for compliance with this Policy:

Responsible Party	Responsibility
Office of General Counsel	Responsible for all legal matters involving the Research Foundation. Solely authorized to engage outside counsel.
RF Employees, Operations Managers, and RF Representatives	Contact the Research Foundation's Office of General Counsel with any requests to engage outside counsel.

## Definitions

*RF Representative* - An individual with delegated authority to carry out RF responsibilities when they are acting in support of delegated responsibilities, obligations, or activities.

## Related Information

[Responsibility for Losses Policy](#)

## Forms:

None

## Change History

Date	Summary of Change
August 17, 2023	Policy Owner changed to General Counsel. Added requirement to forward documents and notices related to litigation to the Office of General Counsel and added reference to Responsibilities for Losses Policy.

## Feedback

Was this document clear and easy to follow? Please send your feedback to [webfeedback@fsuny.org](mailto:webfeedback@fsuny.org).