

FAQs

Below are some commonly asked questions and a No. Only the General Counsel may retain outside counsel for matters related to the University.

Can the Office of General Counsel recommend a personal attorney?

The Office of General Counsel does not refer employees to private attorneys.

Who does the Office of General Counsel represent?

and Financial Affairs or appropriate Vice President (please check with the vice president in your area regarding signatory authority, as most vice presidents have authority up to a certain limit). Signing contracts without the appropriate authority is most likely not within the scope of employment and could, under some circumstances, lead to the person who signed the contract being held personally liable for the contractual obligations.

For questions regarding review and/or signature, please call the Office of General Counsel's main number, 256-765-4487.

How long do I have to keep university records?

It depends on the type of record. Under Alabama law, many University records fall under the retention and disposal guidelines established by the Alabama State Records Commission. The guidelines are called the Records Disposition Authority (RDA) and can be found [here](#).

The retention and disposal guidelines apply to University records in all formats. The RDA governs the disposition of all records, regardless of format, created by the University to dissolution. Please contact the staff of the Alabama Department of Archives and History before destroying any records created prior to 1940.

The RDA establishes retention and disposition instructions for some University records, regardless of the medium on which those records may be kept.

For more information on records retention and approved methods for destruction, please contact the Office of General Counsel, 256-765-4487.

Where do I get permission to use the University's trademarks?

Commercial use of the university's name, logos, nicknames, or other trademarks requires advance permission from the university's trademark licensing director. University departments are permitted to use the trademarks and service marks for official university business purposes without prior approval. For more information, please visit the University Communications and Marketing [webpage](#).

Are communications with the Office of General Counsel confidential?

When the purpose of a communication between University employees and the General Counsel is to request and provide legal advice, those communications are confidential or "privileged." This attorney/client privilege is critical for ensuring that clients speak freely with their attorneys, and allows attorneys to premmtr attneUn-3 (lo)-6.6 ((e)-3 (O)(al.)1d()T]lo)-6.6 (rn7.5 W(i)10.6 (r3(n)2.3

