

Off-the-Record Agreement Form

Parties

Party 1 (Name/Organization):

Party 2 (Name/Organization):

Date

Date of Agreement:

Purpose

Purpose/Subject of Off-the-Record Discussion:

Terms

Terms of Off-the-Record Agreement:

Duration

Agreement Duration/Expiration (if any):

Additional Notes

Additional Notes:

Signatures

Signature (Party 1):

Date:

Signature (Party 2):

Date: