

Contract & Document Renewal Tracker Template

Systems & People Operations — Sample Template

NOTE: This is a filing and renewal-tracking template, not a legal document and not legal advice. It helps keep track of where agreements live and when they're due for review — drafting and review of the agreements themselves should go through qualified counsel.

Purpose

Keep every contract, policy, and legal-adjacent document filed in one place with a clear internal owner and a renewal date that gets flagged well before it's due, instead of discovered after it lapses. This tracker is built to keep working after handoff — it doesn't depend on any one person checking it from memory.

Document Log — Worked Example

Document Name	Type	Owner	Renewal / Review Date	Status
Cloud Hosting Agreement	Vendor	Finance Lead	2026-09-05	90 days out
Employee Handbook	Internal Policy	Head of People	2027-01-01	On track

Blank Log

Document Name	Type	Owner	Renewal / Review Date	Status

Renewal Alert Workflow

- 90 days out: owner reviews terms and confirms whether to renew, renegotiate, or cancel
- 60 days out: owner initiates renewal conversation or replacement search
- 30 days out: decision finalized and documented in the Status column

Filing Conventions

- Every document has a named internal owner responsible for tracking its status
- Access tier noted per document (Company-wide, Department, Leadership-only)