

## **Course and Media Retention Policy**

Approved on: June 23, 2022

Approved By: Dr. Tanuja Singh, Provost and SVP of Academic Affairs

This retention policy is specifically aimed at Loyola University New Orleans' LMS and media retention policies. It does not address student records retention, which is a [separate policy](#).

### **LMS Retention**

Loyola's current LMS system is Canvas. In order to keep our data storage below threshold, courses will be maintained for three years. Faculty wishing to maintain courses beyond this period should create a copy of the course or submit a request to a Canvas administrator. Note, this version of the course will not include any student grade or submission data. User shell courses ("fake" sandbox courses with no enrollments) will not be deleted, unless a faculty member no longer is employed by Loyola. This policy does not affect grade appeals, which must be made by students within 30 days after the start of a subsequent semester.

### **Kaltura Retention**

Kaltura is our main media retention software (all videos recorded on the zoom cloud are automatically transferred to Kaltura storage). Media will be maintained in Kaltura for a period of three years. Videos that have not been accessed within a three year time period will be deleted from Kaltura. Faculty wishing to keep videos beyond this time period should download those videos to their own computer (or ensure the video is routinely being viewed).

### **Zoom Retention**

Zoom is our primary service for web conferencing and faculty and staff accounts include the ability to record meetings and webinars to the cloud. Zoom cloud recordings are automatically copied to Kaltura for long-term storage and distribution. Recordings stored in the Zoom cloud are automatically deleted 365 days after they are created. Deleted recordings remain accessible in the trash for 30 days, after which they are permanently deleted from the Zoom cloud.

### **Special Circumstances**

Under special circumstances, as designated by the Provost, media may be retained by the University for a longer period of time.