

Retention schedule for D2L content and Collaborate recordings

This retention schedule provides details for the deletion of content stored on the college's key learning technology platforms—D2L and Collaborate. These educational technology tools are hosted in the cloud by 3rd party providers.

This retention schedule is developed in alignment with the college's Record Management policy, Freedom of Information policy, Copyright policy, Fair Dealing guidelines and the Access to D2L policy informed directive. This schedule is informed by the [Records Management Procedures Guidelines for Instructional records](#) and best practices in the post-secondary sector.

Content uploaded and delivered by D2L is diverse and includes course outlines, grades, assignments, lectures, readings, audio and video materials, and other resources. Materials within a course are primarily created by the instructor, however content may include resources where copyright is held by another individual (e.g. scan of a published article or student created content).

Collaborate content consists of recordings of class activities including lectures, discussions, group or project work.

The retention schedule for the digital course content will help ensure:

- Integrity of system data
- The database and application are managed for optimal performance of the system
- The storage space is used efficiently to minimize potential financial impact of system and storage expenses
- Confidentiality and privacy of personal information
- Compliance with copyright legislation and fair dealing guidelines
- Ease of navigation and in managing content for instructors within the systems with deletion of content not longer used
- Enhanced back-end management and improved response time to service requests

The retention schedule is developed and implemented in adherence to the following principles:

1. D2L, Collaborate and other educational technology platforms are intended for the active process of teaching and learning, not as repositories for of course content.
2. Student data stored in the D2L is not considered to be part of the permanent student record. The final grade is transferred to the permanent Colleague student record at the end of each course.
3. Course content will not be kept indefinitely and will be scheduled for deletion from the platforms based on a determined schedule.
4. Course teaching content will be maintained long enough to allow faculty to reuse content, and respond to any questions about previously taught courses.

5. The college community will be given adequate notice of upcoming deletion of content through standard communication channels. (e.g. CamNews) Instructors have the ability to download and create a personal copy their course materials at any time.
6. Education Technology Specialists are responsible for implementing the retention schedule
7. Recordings of teaching and learning activities saved to other video-conferencing platforms (e.g. Zoom, Teams) are subject to the same retention schedule as Collaborate. ITS administers these platforms and are responsible for the deletion of content.
8. There may be specific situations where content needs to be retained beyond the prescribed retention schedule. Requests for extended retention will be considered on a case-by-case basis by the Director, Learning Services
9. D2L development and master courses are excluded from this retention schedule.

Retention schedule :

Platform	Retention	Date of deletion of content	Notice to users
D2L	3 years	July 15 each year	2 months before
Collaborate	120 days	January 8, May 8 and September 10	1 month before