

## Retention schedule for D2L content and Collaborate recordings

This retention schedule provides details for digital content on technology platforms D2L and Collaborate. These educational technology tools are hosted in the cloud by 3<sup>rd</sup> party providers.

This schedule is informed by the Freedom of Information policy, Copyright policy, Fair Dealing guidelines and the Access to Information Act. This schedule is informed by the [Records Management Procedures Guidelines for Instructional records](#) and best practices in the postsecondary 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 be updated to reflect the new retention schedule for digital content.

- x Integrity of system data
- x The database and application

5. The college community will be given adequate notice of upcoming deletion of content through standard communication channels. (e.g. CamNews) Instruct