

## Data Retention for Learning@Griffith

<b>Approving authority</b>	Learning and Teaching Committee
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<b>Advisor</b>	Manager Learning and Teaching Systems, Enterprise Information Systems   Division of Information Services   <a href="mailto:L.Stevenson@griffith.edu.au">L.Stevenson@griffith.edu.au</a>   (07) 373 54097
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<b>TRIM document</b>	2016/7006111
<b>Description</b>	This document sets out the principles and policy which govern the retention of content stored on the Learning@Griffith system.

### Related documents

[Records Management Policy](#)

[Destruction of Digitised Records Policy](#)

[Staff Engagement with Learning@Griffith](#)

[Student Recording of Lectures and Other Classes Policy](#)

[Lecture Capture Policy](#)

[Disposal Authorisation Form](#)

[\[Lecture Capture\]](#) [\[Blackboard\]](#)

## 1. LECTURE CAPTURE – DATA RETENTION REQUIREMENTS

Text Recordings (lecture or personal) are to be retained as a minimum until the current offering plus one year and then may be removed. For example, a recording made at week 2 of Trimester 1 2017 will be retained until the exam period of the corresponding trimester the following year (Trimester 1 2018) is completed.

Staff and students will be made aware of the retention period and have the ability to save and retain local copies of files prior to removal (students will be able to save their own version except where teaching staff have specifically requested the streaming only option).

INS will also support requests for content to be retained beyond the normal retention period, where there is a business requirement; such as where a lecture capture file may be required for use in a Learning@Griffith course site beyond the normal Lecture Capture retention period. In these cases, a teaching team member can request that the retention period be increased to meet the requirement by contacting the IT Service Centre on extension 55555.

### 1.1 To qualify for removal:

- No retention request has been made by the teaching team;
- The files must be associated with a Griffith course code (e.g. 1234ABC) or organisation code;
- The files have exceeded the “current offering + 1 year” timeframe described above; and
- A request for destruction has been authorised via a Disposal Authorisation Form.

### 1.2 If an archive copy is required:

- Course recordings can be downloaded at any time up until the removal date via the Learning@Griffith links, or via the Echo System staff tool, or;
- Request assistance archiving files by contacting the IT Service Centre. These requests will be serviced by the Lecture Capture support team.

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## 2. BLACKBOARD – DATA RETENTION REQUIREMENTS

Within Blackboard there are 2 main types of data:

- Course data: includes all course content, activity, and assignment information; and
- User data: includes user accounts, personal portfolios (e.g. Expos sites), non-course data.

### 2.1 Course Data

Course data will be retained at a minimum until the current offering plus three years and then may be removed. For example, course content available in Trimester 1 2017 will be retained until the completion of the exam period of Trimester 1 2020. This includes any content copied from previous course sites. Lecture or personal capture recordings will not be removed when course data is removed from Blackboard.

Blackboard will provide a submission point, but will not be the authoritative source of data for Marks and Grades – Mark and Grade data will be stored externally either in Peoplesoft or an appropriate middleware service (replacement for MESS Spreadsheet system). This external service will ensure compliance with any policy related to Mark and Grade data.

Interactive “re-usable” learning objects or other content pieces that reside in the Blackboard content system and are shared across multiple courses and across different time periods, will remain available to any reliant course regardless of which course created the object initially. Any content considered re-usable and of longer term value is to be stored separately in a Learning Object Repository (LOR), and any content stored in that LOR would be exempt from the scheduled data removal provisions of the policy. Content stored outside of the Blackboard content system (eg. Linked, externally hosted resources, web sites etc.) will not be included in the scope of this retention policy as maintenance of these files are outside the control of Information Services.

The following content is excluded from this retention policy:

- Content stored outside of the Blackboard content system (e.g. Linked, externally hosted resources, websites etc.)
- Content that is supplied under commercial contract
- Content which Griffith does not own copyright, for example, digitised course readings.

Staff and students will be made aware of the retention policy and courses can be manually archived to local disk by a teaching staff member at any time prior to removal by performing an ‘export’ or ‘archive’ of course content. An ‘export’ contains all course content including assignments, lecture notes, etc., an ‘archive’ is all content included in an ‘export’ as well as all student, grade centre and discussion board activity.

These processes create a Blackboard proprietary storage file, which can be imported back into a Blackboard course at a later point in time.

### 2.2 User Data

User data would be removed from the system when the user is no longer considered as having an affiliation with the University.