Retention schedule for D2 ontent and Collaborate recordings

Thisretention scheduleprovides deails () CE š Z o š] v) () v š v š • š) CE š Z) o o P [technology platforms/D2L and Collaborate. These education the cloud by 3^d party providers.

d Z] • CE š v š] } v • Z μ o] • Å o } ‰] v o] P v u v š Å] κωνίσες ζ } o o P [• Z Freedom of Information policy, Copyright policy Fair Dealing guideihes and the Access to D2 bolicy informed directive. This chedule is informed by the Records Management Procedures Guidelines for Instructional records and best practice in the postsecondary sector.

The retention schedule for the digital course content will perifule 0 0 1 513.34 470.59 Tm 0 g 0 G [(o)-5(r)] TJ

Content uploaded and delivereby 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 manclude resources where copyright is held by another individual (e.g. scan of a published article or student created content).

Collaborate content consistor recordings of class activities including lectures, dissions, group or project work.

project work.

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

The college community will be given adequate notice of ustandard communication channels. (e.g. CamNews) Institute of the college communication channels.	