

TYPE:	Academic
TITLE:	Learning Management System Data Retention
NO.:	ACAD-129
RESPONSIBILITY:	Vice-President, Academic
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	September 2018
REVISED DATE(S):	
REVIEW DATE:	September 2021

1. Introduction

The purpose of this policy and procedure is to outline the retention period of the digital data stored within the Durham College Learning Management System (LMS). The LMS is intended as a teaching and learning aid for faculty and students and not as a record keeping repository of student data or course content. A retention schedule for the digital data stored within the Learning Management System is essential to ensure:

- Integrity of system data
- The database and application size is managed for optimal performance of the system.
- The storage space is used efficiently to minimize potential financial impact of system and disk storage expenses.
- Confidentiality and privacy of our students' personal information

2. Purpose

This policy and procedure provides the framework for the content management of Durham College's LMS.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

This policy only applies to the Durham College LMS, it does not apply to the Ontario Learn LMS.

4.1. LMS Data Retention is based on the following principles:

- a) Course content in the LMS should not be kept indefinitely and will have to be scheduled for destruction from the system periodically in accordance with the disposition assigned in the Durham College Common Records Schedule.
- b) Course teaching content must be maintained long enough to allow faculty continuity.

- c) Some courses have differing life spans and could be immune to the LMS data retention schedule and will be administered on a case-by-case basis by ITS in conjunction with Academic input.
 - d) The student data and the course content of an LMS course are considered separately.
 - e) The student data stored in the LMS is not considered to be part of the permanent student record. The final grade is transferred to the permanent student record stored in Banner at the end of each course.
- 4.2. In consideration of all the influencing factors and in keeping with other student success obligations, LMS data will be scheduled for destruction at the end of three years. Exceptions to this schedule may include manually managed courses and other designated courses as identified by IT Services or the Associate Vice-President Academics office.
- 4.3. Durham College will not be responsible for student data beyond one calendar year based on the course end date in LMS. This aligns with the Durham College Common Records Schedule retention period for transitory items - STU40 Student Records.
- 4.4. Adequate notice regarding the disposition of content and data on the LMS will be provided to the Durham College community.
- 4.5. The deletion of any LMS data is final and irrevocable.

5. Procedure

- 5.1. Creating a list of courses scheduled for destruction
- Once a year during the month of April, the LMS Administrators group of IT Services will generate a list of courses housed within the LMS that are more than three years old.
 - The list of courses will contain Banner courses and custom courses such as manually managed and sandbox courses.
- 5.2. Identifying courses to be destroyed
- Using the course CRN, each School/Department will receive a list of their courses that are more than three years old in the month of April.
 - Each School/Department will examine the list of courses and identify any courses that they would like to request be exempted from the scheduled destruction by the end of May. The stakeholder is required to provide a reason for the requested exemption to the Academic IT Analyst using the LMS Data Exemption Request Form.

- Once the stakeholders have had an opportunity to submit their request for exemptions, the Academic IT Analyst will compile a revised list of courses scheduled for destruction.
- This revised list of courses will be shared with the Executive Deans/Deans and Associate Deans for review and approval in the month of June. Any requested changes will be submitted to the Academic IT Analyst.
- The final list of courses scheduled for destruction and a list of courses exempted for destruction along with an explanation for exemption will be provided to the Office of the Vice President Academic for final approval by the end of June.

5.3. Deleting the identified courses

- IT Services will complete the destruction of the identified courses in July or August. A certificate of destruction will be issued by the LMS Service Provider and provided to the Records Manager.

6. Roles and responsibilities

- 6.1. The Durham College Leadership Team is responsible for reviewing and approving the policies, procedures, and other controls required for security, lifecycle management, risk management, and quality assurance of College information.
- 6.2. The Chief Administrative Officer is responsible for overseeing Information Management and delegating responsibility for information management to the appropriate individuals.
- 6.3. The Office of the VP Academic Office is responsible for overseeing the LMS Data Disposition and Destruction process.
- 6.4. The Records Manager is responsible for developing and recommending to the Chief Administrative Officer and Chief Information Officer policies, procedures, standards and guidelines and other controls for the information lifecycle management, risk management, quality assurance, appropriate use and security of information.
- 6.5. The Chief Information Officer, Freedom of Information and Privacy Coordinator and Records Manager are responsible for implementing and maintaining the security controls that enforce rules and procedures for information management.
- 6.6. It is the responsibility of the Academic IT Analyst and the Records Manager to work with IT Services and the Communications and Marketing department to implement the communications plan notifying the college community of the pending LMS data destruction.
- 6.7. It is the responsibility of the Academic IT Analyst, Records Manager and IT

Services to work with the LMS Service Providers to ensure the LMS Data Destruction has been completed.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Non-compliance could affect the usability of the LMS and/or the performance of the system as a whole. Durham College could also incur additional storage costs from the LMS vendor.

9. Communications plan

A message will be posted on ICE alerting faculty and staff to this policy and on DC Connect alerting students to this policy. Faculty and students will be informed via email prior to the scheduled LMS Data Destruction being completed.

10. Related forms, legislation or external resources

None.