

Kaltura/My Media Retention Policy

Purpose: This policy defines the duration that media will be stored on the Rollins Kaltura server and the deletion schedule. This policy is designed to provide adequate access to media in Kaltura while giving consideration to storage limitations.

All media (e.g., videos, screen recordings, webcam recordings, audio files) stored on Kaltura and in the My Media area of Canvas that has not be viewed in three years will be deleted from the server. An archive of the media will not be kept.

Updated: 12/3/2019