

Mediasite Retention Policy

Purpose: This policy defines the duration of availability of Mediasite recordings stored on the Rollins College Mediasite server (mediasite.rollins.edu) and the deletion schedule for these sites. This policy is designed to provide adequate access to the content on Mediasite while giving consideration to maintaining the speed, performance, and storage limits of our Mediasite server.

Recordings of class lectures will be kept on the Mediasite server for two years following the conclusion of the course. Two years following the completion of the course, the class lecture recordings will be made unavailable to faculty and students and will be deleted from the server. An archive of the recordings will not be kept.

Crummer Orientation sessions will be kept on the Mediasite server for one semester and then removed from the server. An archive of the recordings will not be kept.

EDBA Dissertation presentations will be kept on the server for one year.