WordPress Retention Policy

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

All course-related WordPress sites will remain on the blogs server and will be accessible to faculty and students for one year following the completion of the course. The one-year limitation aligns with the grade appeal process. One year following the completion of the course, the WordPress site will be deleted. The IT department will not keep a backup of the WordPress site or content. The faculty member has the ability at any time to export the WordPress site and save content from the site for future use.

All non-course related sites or sites that span multiple semesters will be evaluated each year to determine if there is a need to keep the site on the server for another year. The IT department will not keep a backup of the WordPress site or content. The site owner has the ability at any time to export the WordPress site and save content from the site for future use.