Policy Name:	**Retention and Removal of Course Related Data in Carleton's LMS**
Originating/Responsible Department:	**Teaching and Learning Services**
Approval Authority:	**Vice-Presidents' Academic and Research Committee**
Date of Original Policy:	**February 2018**
Last Updated:	**N/A**
Mandatory Revision Date:	**February 2023**
Contact:	**Office of the Associate Vice-President (Teaching and Learning)**

INTRODUCTION

The Learning Management System (LMS) is an integral part of the teaching and learning experience at Carleton University. All Carleton students and many faculty and contract instructors use the LMS to share and store teaching and learning related information, including course outlines, grades, assignments, lectures, readings, audio and video materials, and other resources.

After a course ends, data stored in the LMS can be used as an important tool to support students' learning, particularly for those courses that build upon one another. Instructors often use the materials stored in their past LMS course sites to build new ones. They also access assignments and formative grades as reference materials for writing letters of recommendation for their former students.

The minimum period of time that data in the LMS are retained and made accessible to students is informed by the University's FIPPA guidelines, the Copyright Act and Carleton's academic regulations.

1. Carleton's FIPPA guidelines indicate that course related information, such as exams, assignments and other student work, should be kept as long as it is necessary for students to exhaust all avenues of appeal. Most academic departments recommend materials be kept for a minimum of 18 months.
2. Under the current interpretation of Fair Dealing in the Copyright Act of Canada and Carleton's Fair Dealing Policy, some copyrighted materials can be placed in the LMS for the duration of the course. Upon completion of the course, access to these materials, such as journal articles, should be removed.
3. Carleton's academic regulations permit students writing deferred exams to access course materials. This means that course materials should be retained until the deferred exam period ends (typically six weeks after the term ends).

The above regulations and guidelines indicate that course materials in the University's LMS should be kept for a minimum of 18 months. However, in order to ensure compliance with the Copyright Act, student access to the copyrighted content, with the exception of students who have obtained approval for a deferred examination, should be restricted once the academic term in which the course is taught, ends.

While the existing guidelines and legal acts address access and retention of course materials for a minimum period of time, they do not address the maximum length of time that LMS data should be

retained. To support the efficient operational use of the LMS, a maximum length of time that data will be retained needs to be established.

PURPOSE
To establish guidelines for the minimum and maximum time that data will remain stored in the LMS, as well as the length of time students and instructors have to access completed courses.

SCOPE
This policy covers all undergraduate and graduate credit courses, as well as development courses in the LMS. The policy is a guideline for both students and instructors to ensure the length of time to access past course information is sufficient, as well as to manage data retention within Carleton's LMS. This policy does NOT apply to non-academic LMS sites that serve and support various departments, including HR, Health and Safety, and various other sites that have been established to support specific initiatives.

POLICY
Student Access
Student access to course material is dependent on instructors' decisions to leave a course active or to close the course in cuLearn. Students can request access to material after a course is closed but access will be granted at the discretion of the course instructor. If the LMS course site contains copyrighted materials, the instructor should remove access to the copyrighted materials after the course ends.

In the event a student has been granted a deferred exam, the instructor is required to provide access to course material (for the student who has been granted a deferral) until the end of the appropriate deferral period (typically six weeks after the end of the academic term).

Data Retention
According to the University's Corporate Records and Archives Policy and the Carleton University Retention Schedule, the responsibility of maintaining course materials, course outlines, student work and other similar documents resides with faculties, departments or schools. The LMS is neither an ideal environment to permanently host materials, nor is it designed to act as a backup system.

Undergraduate and graduate credit courses, and all data in these courses, will be retained in Carleton's LMS for five years from the course's end date. At the end of the five-year period, expiring courses and all the material within the course will be permanently deleted. This five-year period is intended to provide instructors with significant flexibility and access to old course materials, assignments and grades. Deletion of expired LMS course site materials will take place during the Fall academic term. Deletion of these expired course sites is permanent and non-recoverable.

Instructors have the ability to download and copy their LMS course at any time and can back them up on to their own systems. Procedures to complete a backup are provided here: https://carleton.ca/culearnsupport/instructors/course-content/backup-restore/.

Notification of Removal of LMS Course Sites
Instructors will be notified in advance of the deletion of course sites at the end of the five-year retention period. Notification will be via a variety of communication tools, including email, announcements, Carleton Top 5, postings inside of the LMS, and other approaches as appropriate.

Teaching and Learning Services documentation and training materials and workshops have been updated to include reference to this policy. This includes documentation and instruction on how instructors can back up their LMS course sites. The University strongly encourages instructors to back up courses on a term-by-term basis, irrespective of this policy or other relevant policies.

GOVERNANCE
The Teaching and Learning Computing Committee (TLCC) will review this policy every five years, and update it if needed.