

Madison College



Policy #2405

Retention for LMS Courses and Digital Media

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POLICY PURPOSE

This policy provides parameters and guidance to Faculty, Staff and Technology Services regarding the retention of electronic course materials for grading purposes, privacy, and efficient storage. All employees are responsible for being good stewards of limited College resources and should delete any media or content not intended for future use.

SCOPE

This policy applies to digital materials for academic purposes within college-supported and managed applications, including:

- Learning Management System (LMS) and all content therein
- YuJa Media Management and YuJa Himalayas storage
- Microsoft Teams
- WebEx recordings

DEFINITIONS

- **Digital Media**
Any data housed within Madison College assets. Common forms of digital media include learning management system (LMS) courses, videos, Microsoft and Adobe documents, spreadsheets, presentations, music, podcasts, audiobooks, pictures, and images.
- **Course Content**
Everything within the LMS Course. Instructors will receive an LMS announcement that their LMS course materials have surpassed the defined retention period and will be provided with the archive and purge timelines.

POLICY STATEMENT

To ensure effective, efficient and sustainable operations, aligned with high value services, the college has defined the following set of requirements that must be taken into consideration when retaining digital media. To ensure application storage is used

efficiently and to minimize the budgetary impact of increasing storage costs, data storage will be limited for applications.

This policy defines the timeline that academic learning materials will be retained and provides instructors with the timelines they can expect course materials to be retained in college-managed applications prior to being archived or deleted.

LMS student and course materials

Data will be retained for a minimum of two (2) years from the end of term.

- Retention: EVENT + 2 years
- EVENT = End of the Term
- If an instructor wishes to retain any materials or student work from a term, prior to course deletion an instructor should archive their course. Instructors who need help with these activities may contact the Madison College Helpdesk at helpdesk@madisoncollege.edu or call (608) 246-6666.

*Note: Courses currently identified as “*Master*” (soon to be known as “*Template*” or “*Other*”) will be retained unless their removal is requested by an instructor of the course.

Digital Media

Any videos containing student names, voices, or identifying images cannot be reused with a future class in compliance with FERPA regulations.

Blackboard Collaborate

Digital media created in Blackboard Collaborate Ultra will be deleted two years after the term ends.

- Retention: EVENT + 2 years
- EVENT = End of the Term
- To retain their digital media longer than 2 years, Instructors are responsible to download their media to Microsoft’s OneDrive or upload to YuJa Media Management.

YuJa Media Management

All digital media created and stored in YuJa will automatically be archived from YuJa after 365 consecutive days of no views. YuJa content will be archived to YuJa Himalayas, a cloud-based secure data archiving repository for an additional 365 days. Videos are stored for 2 years after the last date of access.

While in archive, if a YuJa media item is accessed, **and played for at least 30 seconds**, the retention period for the that media will reset. After 365 days of no views in archive, the media item will be permanently deleted. (A notification will be sent to the media creator one month before deletion.)

YuJa

- Retention: LAST PLAYBACK EVENT + 1 year
- EVENT = Last date of access (if video - must be played for 30 seconds or more) + one year. Every time a video is played, the year-long window is reset.
- After one year of no views, media will automatically become archived in YuJa Himalayas.

YuJa Himalayas

- Retention: ARCHIVE EVENT + 1 year
- EVENT = Last date of access (if video - must be played for 30 seconds or more) + one year.
- Any view of the media item in archive for 30 seconds or more within that year will restore the media item to the course, as well as reset the year-long window.
- If no views occur after one year in archive, the media item is deleted (notification sent to user one month in advance.)

Microsoft Teams

After one year of inactivity, the Microsoft Team, along with all team members, digital media, and content stored in the Microsoft Teams is automatically deleted. The originator of the team will be notified multiple times prior to deletion. Any activity in the Microsoft Team will immediately **restart** the one-year retention period. If there is no activity during those 365 days, the Microsoft Team will be deleted on the 1-year inactivity anniversary.

- Retention: EVENT + 1 year
- EVENT = Date of last access
- Microsoft Teams Recordings: Currently stored in Staff Member's OneDrive that started the recording. It will be stored until the staff member leaves the organization.

Webex Recordings

- Retention: EVENT + 2 years
- EVENT = Date of recording
- To retain their digital media longer than 2 years, Instructors are responsible to download their media to Microsoft's OneDrive or upload to YuJa Media Management.

LINKS TO STATE/FEDERAL REGULATIONS

SUPPORTING DOCUMENTS

- [CETL Classroom Technology Tool site](#)



RELATED POLICIES

- Record Retention Policy
- Final Grades Dispute Policy

REVISIONS

10/18/2023 Draft version

03/19/2026 Accumulated updates based on feedback