

Mayville State University

Tegrity Recording Retention Schedule

When will my Tegrity recordings be deleted?

Semester the Course was Held	Semester Recordings will be deleted	Date of deletion	1 st reminder	2 nd reminder	3 rd reminder	Final reminder
Summer and Fall 2013	Fall 2014	10/31/14	9/17/14	10/1/14	10/15/14	10/30/14
Spring 2014	Spring 2015	4/1/15	2/17/15	3/3/15	3/17/15	3/31/15
Summer and Fall 2014	Fall 2015	10/30/15	9/16/15	9/30/15	10/15/15	10/29/15
Spring 2015	Spring 2016	4/1/16	2/16/16	3/2/16	3/16/16	3/31/16
Summer and Fall 2015	Fall 2016	10/26/16	9/14/16	9/28/16	10/12/16	10/25/16
Spring 2016	Spring 2017	4/5/17	2/29/17	3/8/17	3/22/17	4/4/17
Summer and Fall 2016	Fall 2017	11/1/17	9/20/17	10/4/17	10/18/17	10/31/17

How long are Tegrity recordings stored?

Tegrity recordings are stored for two semesters after the end of the semester in which the course was held. To keep recordings longer than that, faculty must move them into their Private Course which is part of the Tegrity system. ([How to move recordings into your Private Course](#)). The Tegrity Campus Administrator will send reminders to faculty during each semester to delete any recordings they do not want to keep. At least four weeks prior to deletion, faculty will be notified and reminded again at two weeks and the day before the deletion occurs.

Deletions are scheduled according to the table above. Recordings housed in the Development shell of Moodle and recordings housed in departmental and organizational shells will **not** be deleted. Deletions **will not occur** during the summer semesters while many faculty are unavailable; recordings that are created in the summer months will be deleted two fall semesters from that time (see chart above for specific dates).

What about student recordings?

Student recordings will be subject to the same retention policy as faculty recordings. Faculty should remind students who want to keep their recordings to download them at the end of the semester.

Can I keep recorded lectures for a future class?

For student privacy considerations, lectures that are captured live and include any information that allows students to be identified in any way may only be retained for the semester and class for which they were created except perhaps in cases of incompletes.

Faculty members are not required to obtain student consent when re-broadcasting their own image and content, or when no student participation is recorded during a lecture.

What do I need to do to preserve recorded lectures for use in a future semester?

To retain recorded lectures for use in a future semester, you will need to first copy the capture(s) to your Private Course inside of Tegrity. Content in Private Courses will **not** be automatically deleted. When you are ready to use the content in a new course, simply move it to the course in which you would like to use it ([How to move recordings from one class to another](#)).