

## Recorded Teaching Content - Record Retention Schedule

V.3.0 July 2022

The schedule sets out the retention periods for recorded teaching and learning content. It is the responsibility of all content owners to adhere to this schedule under the above Policy. This includes teaching and learning content made available via any platform, principally the University's VLEs (Blackboard/Collaborate and Canvas) and MS Stream and recorded content within all learning capture software solutions such as Yuja, Mediasite and Camtasia.

<i>Recorded Content Category</i>	<i>What is recorded?</i>	<i>Retention Period</i>	<i>Examples of what is included in this category</i>
<b><i>Personal Capture</i></b> Teaching content that does not feature students <i>within the recording</i> .	Presentations and lecturer audio/video.	Retained for the current academic year + 8 years.  (Content may be moved to archive after AY +4 years)	<ul style="list-style-type: none"> <li>- Presentations</li> <li>- Screencasts</li> <li>- Teaching slides</li> <li>- Film/TV clips/analysis</li> <li>- Module/course content guides</li> <li>- Study guides</li> <li>- Careers Guides</li> <li>- Lab/practical demonstrations (performed by staff member/academic)</li> <li>- Experimental simulations</li> <li>- Library guides</li> <li>- 'How to' guides (E.G ECF'S)</li> <li>- General feedback (not in relation to individual student)</li> <li>- Essay writing/exam guides</li> <li>- Assessment guides</li> <li>- TEEP guides</li> <li>- Research guides (e.g. ethics, methods and techniques)</li> </ul>

			<ul style="list-style-type: none"> <li>- Induction videos (student facing)</li> <li>- Guides to University services/policies</li> </ul>
<p><b>Interactive Sessions</b></p> <p>Teaching content that does feature students <i>within the recording</i> and is <i>not</i> recorded for formal assessment purposes</p>		<p>Retained for the current academic year + 8 years</p> <p>(Content may be moved to archive after AY + 4 years)</p>	<ul style="list-style-type: none"> <li>- Recordings of lectures with student/audience contributions (audio or visual)</li> <li>- Recordings of seminars with student/audience contributions (audio or visual)</li> <li>- Recordings with students/audience on screen (e.g Teams, Collaborate)</li> <li>- Recordings with student/audience names visible on screen</li> <li>- Recordings taken in primary/secondary schools with students present in recording</li> <li>- Recordings taken in clinical/NHS settings with students/patients present in recording</li> <li>- Recordings of Q and A sessions with student participation/contributions (audio or visual)</li> </ul>

<p><b>Assessment</b></p> <p>Content recorded for formal assessment purposes</p>		<p>Retained for the current academic year + 8 years.</p> <p>(Content may be moved to archive after AY + 4 years)</p>	<ul style="list-style-type: none"> <li>- Recording of clinical practice for summative assessment</li> <li>- Recording a coaching session for formative feedback</li> <li>- Student demonstrations/ presentations/performances</li> <li>- Feedback relating to individual students</li> <li>- Student video diaries</li> </ul>
<p><b>Other/Misc</b></p> <p>Content that does not fall into the above categories</p>		<p>Retained for the current academic year + 8 years</p> <p>(Content may be moved to archive after AY + 4 years)</p>	