

Collaborate Recordings Retention and Storage

Purpose

This document sets out the timescales for archive and deletion of Blackboard Collaborate Recordings in line with our Institutional license for Blackboard Collaborate. Following the period of fully online and hybrid delivery which started March 2020, we implemented initial maintenance of storage levels and a rolling offline archive process to meet licensing requirements. We can now revise this process, removing the need for an offline archive but still implementing a policy to maintain acceptable storage levels.

The LTD Team will action the deletion of recordings from Collaborate at defined, regular intervals throughout the academic year.

This revision **replaces** the previous process of recordings remaining in Collaborate for 12 months and then stored offline for a further 6 months.

How long will recordings remain in Collaborate?

Blackboard Collaborate recordings will now remain in Blackboard for **18 months** before being **permanently** deleted from Collaborate.

See the [Collaborate Recording Management Best Practice](#) document for advice and guidance on managing your recordings and moving to Panopto for captioning, and if they need to be retained beyond the timescales shown. Do also discuss with colleagues who deliver on the same modules.

The table below sets out timescales:

Date of LTD Action (Month end)	PERMANENT deletion from Blackboard Collaborate of recordings. Recordings prior to:
30/09/22	31/03/21
31/10/22	30/04/21
30/11/22	31/05/21
31/12/22	30/06/21
31/01/23	31/07/21
28/02/23	31/08/21
31/03/23	30/09/21
30/04/23	31/10/21
31/05/23	30/11/21
30/06/23	31/12/21

N.B. Once a deletion request has been sent to Blackboard Support and actioned, the video is no longer recoverable following a 30-day period.