

Learning Space Policy on Electronic Video Record Retention

Purpose: to retain electronic videos of student consistent with University policy and periodically purge those videos from Learning Space software to have adequate space available to record new events.

Learning Space electronic video are classified as “Examinations, Tests, Term Papers, and Homework Records” under Emory’s record retention categories. As such they must be maintained for “one term after completion for uncontested grade results; until resolved for contested grade results then dispose of.” Additional information can be found at <http://records.emory.edu/content/records/examinations-tests-term-papers-and-homework-records>.

While there is no specific policy regarding record retention for post graduate trainees, the Center’s policy will be to retain such records until 6 months following completion of each training year.

Process:

1. Staff will store events in Learning Space in Event Cabinets designated by program and calendar year in which the event was held. For example, for all medical student events held in 2012 they will be stored in an event cabinet labeled “Events MD Learners 2012.” (Prior to Sept. 2012, the events were categorized by program and year of graduation, a system that proved unwieldy when records needed to be transferred or deleted from the system).
2. Every 6 months, IT will identify electronic video records to be deleted (those which occurred longer than 1 term after the grade was given) and present a proposed list to the Associate Directors of the Clinical Skills and Simulation Centers for approval.
3. Prior to permanent deletion of electronic video records the Associate Directors of the Clinical Skills and Simulation will contact the following Administrators to determine whether there are any records that need to be retained rather than deleted (because of incomplete or contested grades for example):
 - The Executive Associate Dean of the School of Medicine (for all undergraduate medical student records),
 - the Directors of the PA, PT and Genetics Counseling programs (and any other Academic Health programs with electronic video records being considered for deletion),
 - Residency or Fellowship Directors for any PGY events being considered for deletion.
4. Electronic video records, other than any identified by the above administrators, will then be permanently deleted.

Note:
IT will maintain a spreadsheet containing the following data:

Event	Date	Potential Deletion Date
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Okay to Delete Confirmed

Deletion Completed
