Echo 360 Lecture Capture Data Retirement Policy

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01. Policy Statement

The purpose of this policy is to provide guidelines for faculty and staff on Echo 360 content storage and removal process.

All recordings will be removed from the server after three (3) academic years. Any faculty and staff member that requires the recordings to be available on the server for a longer period of time or wishes to obtain a copy before removal, must submit a ticket via the Web Help Desk ticketing system (http://help.pace.edu).

02. Requestor’s Responsibilities to Obtain a Copy of Lecture

The Help Desk ticket must be submitted to the Educational Media Department under the “Request Type” sub-menu.

Request Type: Information Technology >> Educational Media >> Other

Request Detail should include:

- The FULL name of the recording:
  o i.e., Pharmacology for Professional Nursing-7/22/12
- The Course details:
  o i.e., NURS 422, Multi Term, Tuesdays and Thursdays, 9am-11am
- If the recording needs to be saved in a specific format:
  o i.e., DVD, flash-drive, mp3, etc.

Note: There is a charge for all storage media devices unless provided by the requestor.

03. Educational Media’s Responsibilities regarding Content Removal or Copying

All recordings will be kept on the server for three (3) academic years. The, Echo 360 content will be taken down and any links to the videos will be dead/retired. However, if a ticket with appropriate information for a copy of a particular recording is received, Educational Media will:

- Find the recording based on description and add it to an “exclusion list”.
- Based on the requestors needs, Educational Media will either:
  o leave it on the server
  -or-
  o convert the media to external storage (DVD, mp3, etc.)
- Education Media will contact the requestor via e-mail confirmation.

Note:
- All required information MUST be submitted by the fifth (5th) week of the Echo 360 content may be removed. Requests will be completed on a first come, first served basis.
- Educational Media reserves the right to remove recordings regardless of requests submitted due to insufficient space cause by the size of a file. If this occurs, we will provide a copy free of charge.
04. Approvals

This *Echo 360 Lecture Capture Data Retirement Policy* is developed and maintained by the Educational Media and Technical Services departments. The two departments review and approve the policy based on University needs, equipment expenses, and available resources.

05. Revision History

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<td>1.0</td>
<td>05/21/12</td>
<td>New format, additional language, multiple edits</td>
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06. Disclaimer Statement

Pace University reserves the right to amend or otherwise revise this document as may be necessary to reflect future changes made to the IT environment. You are responsible for reviewing this Policy periodically to ensure your continued compliance with all Pace University IT guidelines.