



## KENTUCKY STATE UNIVERSITY

### Policies and Regulations

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**POLICY TITLE:** Canvas Archiving

**APPLIES TO:** All Canvas users; including faculty, staff, and students

**ADMINISTRATIVE AUTHORITY:** Online Learning Department

**APPROVED BY:**

**EFFECTIVE DATE:**

**NEXT REVIEW DATE:**

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### **POLICY STATEMENT:**

To maintain the functionality of Kentucky State University's (KYSU) learning management system (Canvas), and staying within compliance of the university's current records retention policy, the Online Learning Department has established an archiving policy affecting all Canvas content, courses, and users; including faculty, staff, and students.

### **DEFINITIONS:**

Canvas:

Kentucky State University's learning management system (LMS).

Canvas live environment:

The final (operational) setting where software, systems, content, and courses are deployed for active, real-time use by faculty, staff, and students.

Courseware / Learning Tools Interoperability (LTI):

External third-party tools, applications, and content securely integrated directly into the Canvas LMS

K16 Canvas Archive:

A course archiving platform fully integrated with, and provided by, Canvas.

### **PROCESS:**

Courses and content inside Canvas will be archived from the live environment to the K16 Canvas Archive after one (1) year and retained on the vendor's servers for a period of five (5) years. After the five (5) year period the archived courses and content will be automatically and permanently deleted from the K16 Canvas Archive vendor's servers.

This policy is in alignment with pre-existing [KYSU policies for document and data retention](#) pertaining to course materials and educational records.

### Content included in the Archived Courses:

- Gradebooks, in compliance with the KYSU's current [State University Model records retention schedule](#)
- Course level materials and data, including but not limited to, records and data stored as part of the Canvas feature set (ex: enrollment, files, discussions, quizzes, announcements, student communications, etc.)

### Content NOT included in the Archived Courses:

- Integration tools, LTIs (courseware), plugin resources, and any information not hosted inside the Canvas system. This includes any course materials (assignments, quizzes, etc.) hosted on courseware platforms.
- Items linked or stored on outside websites or applications (YouTube, Vimeo, etc.)
- Information or data stored on other storage devices or third-party sites (personal devices, cloud storage, Google, OneDrive, etc.)

### **Year 1**

Canvas courses will remain available in KYSU's live environment of Canvas for a one (1) year period after the course has concluded. This time frame is in line with the university's current records retention schedule and allows ample time to resolve grade corrections.

Faculty who wish to retain a version of their course's content prior to its archival are able to [export the course to an IMSCC ZIP file](#), to be stored as a local file, or [upload the course to the Canvas Commons](#).

### **Years 2 – 5**

One year after the Canvas course has concluded the course will be flagged for archiving by default and moved from the live production instance of Canvas to the K16 Canvas Archive per the schedule above.

Courses will remain on the K16 Canvas Archive vendor's servers for a period of five (5) years and accessible only by the administrator(s) given access to the K16 Archive system as deemed necessary by the head of the Online Learning Department.

Faculty and staff requiring access to any information in an archived course must formally request the information through the opening of a [Faculty Support Ticket](#) specifying the information needed from an exact, individual, course.

### **After Year 5**

In compliance with KYSU's current [State University Model records retention schedule](#), once a course has been archived for five (5) years the archived course will be automatically and permanently deleted from the K16 Canvas Archive servers; after which point all course content will be unrecoverable.

## Canvas Archiving Timeline Example



### **REFERENCES AND RELATED MATERIALS:**

[KYSU policies for document and data retention](#)

[State University Model records retention schedule](#)

## CONTACTS:

Subject	Office	E-mail
Policy Questions Archiving Requests	Department of Online Learning	<a href="mailto:stephanie.buehne@kysu.edu">stephanie.buehne@kysu.edu</a> <a href="#">Faculty Support Form</a>

## HISTORY:

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