

## Policy

### **Lecture Capture - Recording, Release, Retention, and Editing**

Lectures that are captured/recorded through the automated recording system will be stored and retained on the Upstate Media Server. Every effort will be made to retain such recordings for at least 12 months after the completion of the course.

These recordings will be posted/made available within 24 hours of the lecture.

Before any action is taken to erase, edit content or restrict access to a recording, such requests will be given to the Associate Dean for Curriculum and the Director, Educational Communications who will agree on a plan of action.

Requests to erase, edit content or restrict access to a lecture recording can only come from the faculty lecturer, course coordinator or the Associate Dean for Curriculum. No content can be erased or edited without approval of the Associate Dean for Curriculum.

Others who may request a change or restriction to a lecture recording will be directed to one of the above.