

Isaak-Sakai: On-going Deletion of Old Sites

We are once again undertaking the annual process of deleting Isaak-Sakai course sites that are older than 4 years.

This process is continuing to reduce Brock's data footprint, maintain a records management process, and decrease the resources required to operate the system. This process is also being undertaken to limit legal discovery and freedom of information searches to a reasonable and standardized period and will limit the amount of personal information that could be exposed in the event of a privacy breach.

| Academic Term | To Be Deleted |
|--|---------------|
| Fall/Winter 2014 Spring/Summer 2015 | May 2019 |
| Fall/Winter 2015 Spring/Summer 2016 | May 2020 |
| Fall/Winter 2016 Spring/Summer 2017 | May 2021 |
| Fall/Winter 2017 Spring/Summer 2018 | May 2022 |
| Fall/Winter 2018 Spring/Summer 2019 | May 2023 |

Older Isaak-Sakai course site content can easily be copied into newer sites or exported from key tools. The CPI is ready to help instructors retrieve, export, and copy all of their data. Contact edtech@brocku.ca for assistance.

Courses Sites:

Course sites older than 4 years, with the exception of those subject to externally-mandated data retention policies, will be deleted. Instructors can choose to mark their sites for deletion in advance.

Adhoc / Project sites:

Adhoc / Project sites will not be deleted. For Non-Academic uses, we recommend using SharePoint.

Exceptions:

Department-wide exceptions will be made when instructed by the appropriate SAC member for the purpose of meeting compliance commitments to external entities.

How to Locate Course Sites that are to be Deleted:

The **Sites** area within Isaak-Sakai displays your course sites based on academic term. Refer to the chart at the top of this document for which courses will be deleted. For more information, visit https://docu.brocku.ca/sakai/index.php/Isaak-Sakai_course_sites_to_be_deleted.

How to Export Content:

Steps on how to export content have been documented at https://docu.brocku.ca/sakai/index.php/How_do_I_export_site_content. There is regrettably no perfect export of a whole Isaak-Sakai site. Instructors are encouraged to either copy-forward sites year to year or maintain a separate project site as a template. Site-to-site transfers only bring structure and materials, not student records or student-submitted content.