



The Medical College of Georgia Office of Academic Affairs

Approved on: August 6, 2024
Effective on: January 1, 2025
Last Approval/Revision: September 2, 2025
Expires: on revision

Applicable to: All recorded material
Approved by: COC
Category: Miscellaneous
Context:

Video Retention Policy

During the course of the curriculum, students engage in activities which are videotaped (simulations, standardized patient encounters, etc). These activities may be formative or summative in nature. Videos are retained at the conclusion of the activity so that they may be reviewed. Examples of a scenarios where a recording would be reviewed include situations where a student needs to remediate a skill that was the focus of the recorded exercise or where a student chooses to appeal a grade from a recorded exercise. Because of the possible need to review recordings, recordings are kept according to the following guidelines. Activities which are formative only and have no grade assigned will be kept for a minimum of one year from the date of the exercise. Activities which are summative or have any sort of grade assigned will be kept for a minimum of five years from the date of the exercise.

Note that this policy does not cover the recordings made during NBME exam proctoring using Zoom, Teams, or similar platforms.