

Zoom Storage Guidance

TechConnect Zoom has updated its [policy for storing Zoom transcripts and recordings](#). Below you'll find guidance on steps to take to retain any high-priority recordings.



Scheduled Deletion Timeline

- **October 2, 2025:** All recordings created before July 31, 2024, will be deleted.
- **July 1, 2026:** Recordings from August 1, 2024, to June 30, 2025, will be deleted.
- **July 1, 2027:** Recordings from July 1, 2025, to June 30, 2026, will be deleted.
- **July 1, 2028:** Recordings from July 1, 2026, to June 30, 2027, will be deleted.
- **Ongoing annually**

Action Needed

You only need to take action if there are old Zoom recordings you wish to keep!

Important Considerations

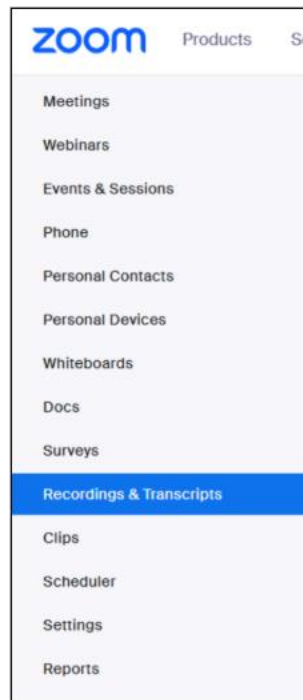
When trying to decide whether to keep an old Zoom recording, please consider:

- **FERPA/Privacy Considerations:** Recordings of past class sessions that contain student personally identifiable information (e.g., names, videos, voices) should not be shared outside of the specific course section in which they were recorded. You can likely let any old synchronous class or office hour recordings get deleted.
- **Relevancy:** We've seen an increase in committee meeting recordings. While this can be a great way to keep people who were unable to attend in the loop, there's a good chance no one wants to watch year-old recordings, so you can likely let those old recordings go, too!

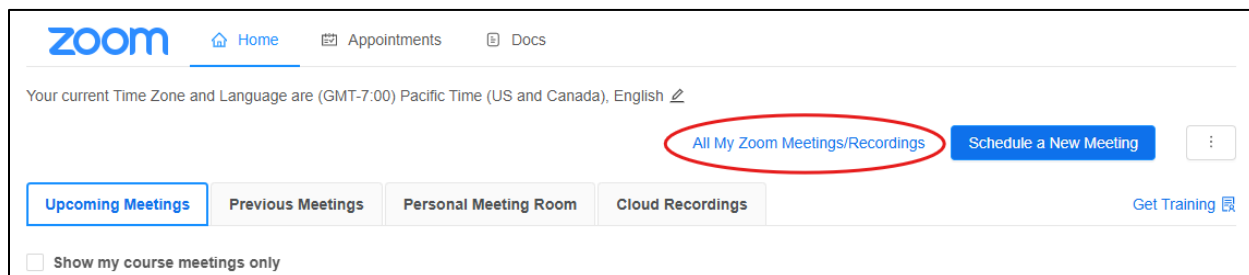
Review Your Recordings

To review your recordings to check that there are no critical recordings to retain:

1. [Log into Zoom](#) on your favorite web browser using your college email and password.
2. Click “Recordings & Transcripts” from the left navigation menu.
3. Review your recorded Zoom sessions to identify any recordings/transcripts you wish to retain ahead of each deletion deadline.
4. If there are no recordings or transcripts you wish to retain, no further action is needed.
5. If you find recordings or transcripts you want to retain, follow the instructions below.



*Faculty can also access Zoom recordings through any “TechConnect Zoom” course navigation link by clicking “All My Zoom Meetings/Recordings,” then selecting the tab “Cloud Recordings.”



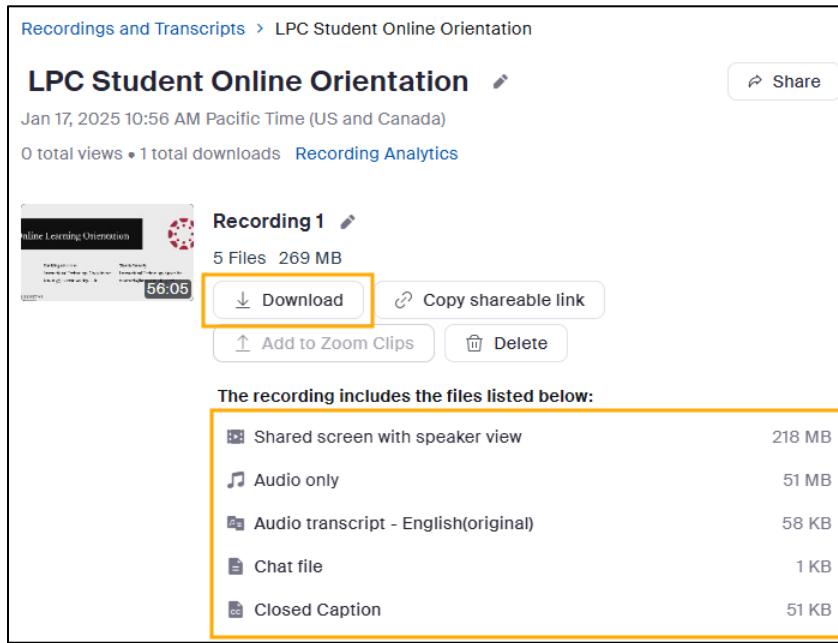
Download important recordings/transcripts

If you identify Zoom recordings/transcripts you wish to retain:

1. Click on the title of the recording.
2. Click “Download” to download all associated files.

- Or, choose only the specific files you want to retain by hovering over one of the files listed and selecting the download option next to the file name (e.g., “Shared screen with speaker view” or “Closed Caption”).

Sample recording with download option and files list:



If downloading recordings on a shared device, please be mindful of student privacy protections and take care to delete files after uploading them to a new cloud-based storage option in the next step.

Choose a new storage option

If you need a new cloud-based storage option to be able to continue sharing your recording, consider the following options:

- **[Transfer recordings to your TechConnect Cloud/3CMedia account.](#)**
 - This is a free online storage option funded by the California Community Colleges Chancellor’s Office.
- **[Transfer videos to your LPC OneDrive account.](#)**
 - This is the storage account associated with your LPC Microsoft Outlook email (similar to Google Drive for those with personal G-mail).
- **[Transfer videos to your YouTube account](#)** (only if your videos are compliant with FERPA/privacy rights).

- [Transfer recordings to your Canvas Studio Library.](#)
 - This is a great option if you want to participate in video discussions with students within Canvas; there is also an option to share outside of Canvas. However, please be mindful of **storage capacity limits in Canvas**. If you have a lot of recordings, consider one of the other storage options above.

Important: If you currently link to Zoom recordings scheduled for deletion on web pages or in Canvas courses, don't forget to **update your links** to reflect your new storage option.

Additional Support

- [Book an appointment](#) or drop by the TLC in 2410 for extra tech help!
- Review the TechConnect webinar: [Preparing for TechConnect Zoom's New Storage Policy.](#)