

Workgroup Members:

Allen Lin	Zoom Admin / Classified
Gerard Layug	Classified Manager
Jennifer Kienzle	Administrator
Alex Hosmer	Classified
Richard Velasquez	Classified
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Background

In December 2021, the Technology Committee recommended [Zoom Recording Deletion Process](#), which required an autodeletion of Zoom cloud recordings on a deletion schedule of already existing recordings.

CCSF manages its own Zoom account (managed in the Office of Online Learning and Educational Technology) and needs to delete and create a deletion process for cloud based recordings.

Academic Senate, Classified Senate, and Deans and Chairs have been notified of the Zoom recordings deletion process (in Spring 2022) and questions have been answered.

Tech Committee recommended as of December 2022:

- o Delete ALL recordings created prior to January 1, 2023 by June 1, 2023.
- o Place all future recordings on an annual autodeletion.

Zoom Admin recommends:

- o Set ALL videos to 365 day deletion period on June 1, 2023. Recordings older than 365 days will have 1 day set before deleting. Deleted recordings will be recoverable from Trash for 30 days.
- o Users can check the exact days until deletion for each cloud recording in their Zoom account.

Next Proposed Action Steps as of January 2023

When PGC is informed and recommends, we can execute the recommended deletion process and work with the technology committee on a communication plan to all CCSF employees in Spring 2023 about the Zoom recording deletion process.

<p>Create a communication plan to communicate to all employee groups about Zoom cloud recording deletion schedule.</p> <p>Send the deletion schedule, resources, autodeletion date, and other pertinent information to the following groups:</p> <ul style="list-style-type: none"> Academic Senate or DLAC Classified Senate Deans & Chairs Technology Committee for Final Recommendation 	<p>All employee messages from IT</p> <p>Academic Senate message</p> <p>All faculty messages</p> <p>Deans and Chairs</p> <p>Classified senate?</p> <p>Who sends the message?</p> <p>Are we missing any groups?</p> <p>al k 5 7gr</p>	<p>Jen can start messaging below</p> <p>Complete</p>

What: Zoom Cloud Recordings will be deleted and an autodeletion setting will be placed on all Zoom accounts.

When: Zoom Cloud Recordings created prior to January 1, 2023 will be deleted on June 1, 2023. All Zoom Cloud Recordings created on or after January 1, 2023 will be set to an autodeletion of one year after the recording is created (e.g., Cloud Recording created on January 2, 2023 will be automatically deleted on January 3, 2024).

Why: Zoom is not intended for long term storage of videos

Resources for Managing Zoom Cloud Recordings

Employees are encouraged to save Zoom Cloud Recordings to an external hard drive or to OneDrive if they wish to save the recording for long term usage.

Faculty have different cloud-based options for storing recordings long term:

Managing Zoom Recordings Module (For Faculty)

<https://ccsf.instructure.com/courses/39902/modules/39496> (myurl.com/myzoomrecordings)