## Workgroup Members:

| Allen Lin         | Zoom Admin / Classified |  |
|-------------------|-------------------------|--|
| Gerard Layug      | Classified Manager      |  |
| Jennifer Kienzle  | Administrator           |  |
| Alex Hosmer       | Classified              |  |
| Richard Velasquez | Classified              |  |
| Michele Alaniz    | Faculty                 |  |

### Background

In December 2021, the Technology Committee recommende <u>Athern Recording</u> <u>Deletion Process</u>which required an autodeletion of Zoom cloud recording <u>salar</u> deletion schedule of already existing recordings.

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

Academic Senat@lassified 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 byn June 1, 2023.
- o Place alfuture recordings on an annual autodeletion.

#### Zoom Admin recommends:

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

## Next Proposed Action Steps as being 2023

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

# Notes Section:

Below are working notes of what the workgroup has worked on.

# Zoom WorkgroupActions and Suggestions

| Goal  | Workgroup Actions and  | Who works on it?                      |
|---|--|---------------------------------------|
|   | Suggestions  | l l l l l l l l l l l l l l l l l l l |
| Identify the resources that classified and administrators need to move their Zoom | Faculty have existing resources for moving their cloud recordings to a different space.  |                                       |
| recordings to a more permanent platform.  | What do admin and classified need?   |                                       |
| Redo the deletion schedule since the previously proposed dates have passed.       | The issue with setting a schedule it takes time for committees groups to review this plan and dates might be rapidly approaching or already pass by th time this plan gets approved for implementation.  Actions |                                       |

1. Delete ALL recordings prior to January 1, 2023 by or on June 1, 2023.

2.

| All employeemessagesrom IT                  | Jen can stantnessaging                                       |
|---|--|
| Academic Senate message All facultymessages | below  |
| Deans and Chairs                            | Complete   |
| Classified senate?                          |  |
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|   | Academic Senate message All facultymessages Deans and Chairs |

Final

Recommendaton

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

When: Zoom Cloud Recordingseated prior to January 1, 2026 be deleted on June 1, 2023 All Zoom Cloud Recordingseated on or after January 1, 2026 be set to an autodeletion of one year after the recording is reated (e.g., Cloud Recording created on January 2, 2028 will be automatically deleted on January 3, 2024).

Why: Zoom is no intended for long term storage of videos

Resources for Managing Zoom Cloud Recordings
Employees re encouraged to save Zoom Cloud Recordings external hard driver to
OneDriver they wish tosave the recording for long term usage.

Facultyhave different cloud-based options for storing recordings long term:

Managing Zoom Recordings Modufer Faculty)

https://ccsf.instructure.com/courses/39902/modules/3949@nyurl.com/myzoomrecordings)