

Roger Williams University

Zoom Recording Storage Policy

Purpose

This policy pertains to the lifespan of recordings saved to the Zoom cloud.

Scope

This policy addresses all staff, faculty, students, and administration across all RWU campuses, who have university Zoom accounts.

Policy

Zoom storage is not intended as a permanent or long-term storage solution for meeting and webinar recordings.

Storage capacity in Zoom cloud storage is limited. To meet the ongoing needs of the university community, Zoom cloud recordings will be automatically deleted 18 months after being recorded.

Videos can be saved to your computer. Or, if you have an account in Panopto, your Zoom cloud recordings are automatically brought over into Panopto. If you chose to use Panopto for your cloud recordings, please be aware that Panopto also has a retention policy.

As with the Panopto policy, instructional materials are the intellectual property of the instructor, video backups are also the responsibility of the instructor.

APPROVED BY: RWU-IT, 5/15/2023

Standard Number: IT.CRP.V1

Category:

Effective: 5/15/2023