

Zoom Workgroup Activities: Cloud Recordings Management

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 recommended the [Zoom Recording Deletion Process](#), which required an autodeletion of Zoom cloud recordings and 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:
 - **Delete ALL recordings created prior to January 1, 2023 by or on June 1, 2023.**
 - **Place all future recordings on an annual autodeletion.**
- Zoom Admin recommends:
 - Set ALL videos to a **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.
 - 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 technology committee's 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.

Notes Section:

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

Zoom Workgroup Actions and Suggestions

| Goal | Workgroup Actions and Suggestions | Who works on it? |
|---|--|--|
| Identify the resources that classified, and administrators need to move their Zoom recordings to a more permanent platform. | <p>Faculty have existing resources for moving their cloud recordings to a different space.</p> <p>What do admin and classified need?</p> | Alex and Richard |
| Redo the deletion schedule since the previously proposed dates have passed. | <p>The issue with setting a schedule is it takes time for committees/groups to review this plan and dates might be rapidly approaching or already pass by the time this plan gets approved for implementation.</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Delete ALL recordings prior to January 1, 2023 by or on June 1, 2023. 2. Place all recordings created after January 1, 2023 to an annual autodeletion. | |
| Propose an autodeletion of annual rather than semesterly to align with the state. | Does the workgroup agree with this? | <p>Allen will contact support to see if setting an autodeletion would delete all recordings prior to the autodeletion setting.</p> <p>For example, if we set a 1 year deletion timespan, would recordings older than a year be automatically deleted?</p> <p>Workgroup agrees to annual</p> |

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

Notes from 9/1/2022

- Delete all recordings first and then set up autodeletion (Allen checking on setting)
- What service allows staff/admin move cloud recordings over to a public viewing platform?
 - Gerard will check on an MS platform that allows for a permission change for public viewing. **Gerard checked and MS platform not suitable for long term streaming.**
 - Potential idea is to allow for an exception for some admin and classified through a helpdesk ticket.
 - YouTube could be a good idea. **YouTube not agreed on.**
- Who sends the message? IT or OLET? **Message on behalf of IT and OLET.**

Communication Plan

Message to All Employees: Zoom Cloud Recordings Deletion Schedule

Who: All Employees

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/394986> (tinyurl.com/myzoomrecordings)

