

# Western New England University

# Zoom Recording Retention Policy

## Overview

[Zoom](#) is a web conferencing service available to all current University faculty, students, and staff. All university members can host an unlimited number of meetings (without time limits) and record these sessions to either the Zoom cloud or the host's local computer. For class purposes, these recordings can be transferred to the Echo 360 streaming server.

By design, Zoom cloud storage is intended for temporary, non-archival storage. The intent is to provide access to recordings for the review of meeting attendees or for the active academic term. Meeting hosts are expected to assess their recordings on a routine basis and if long-term storage is necessary, transfer their Zoom recordings Echo 360.

## Retention Period

Beginning June 1, 2022, WNEU will implement a **twelve-month Zoom Cloud Storage retention period**. All Zoom recordings will be retained for 365 days. After 365 days, recordings will be deleted permanently.

This retention limit only applies to Zoom meeting or webinar cloud recordings hosted on [wne.zoom.us](https://wne.zoom.us). This does not apply to Zoom recordings stored on the host's computer, One Drive, or shared drives. As part of the WNEU license, Zoom offers the option for meeting hosts to store recordings locally to their computers. While locally stored recording files are outside the scope of this process, they may still fall under other [academic](#) or [information technology](#) policies.

### Important Information

1. Zoom recordings are by design, temporary
2. Due to license restrictions, Zoom storage is limited to 365 days
3. Echo 360 is the recommended video streaming platform at WNEU for faculty
4. Faculty may set up an Echo 360 account to automatically upload Zoom recordings
5. Echo 360 recordings are not subject to time/date restrictions
6. Any links to deleted Zoom recordings will be invalid (non-functioning)

## Storage Options

Although you may keep your recordings on the Zoom cloud for immediate viewing and sharing, WNEU provides multiple options available to upload your content for semester-over-semester storage beyond the 365 day retention period.

- ! [Echo 360](#) is our recommended video content management system for sharing videos with a robust set of video playback features. Echo 360 is available to all faculty, and includes a [Zoom integration](#) that allows for class recordings to be automatically moved to Echo 360 after recording. Additionally, your previous Zoom recordings can also be uploaded to Echo 360 and benefit from Echo 360's built-in features like:
  - o advanced editing,
  - o auto-captioning,
  - o organizational tools
  - o Kodiak integration.

### **[Set Echo 360 to automatically copy your Zoom recordings](#)**

- ! OneDrive is an online storage solution in [Microsoft 365](#) and allows 2TB personal storage and 25TB for Departments/Teams. Recordings stored and shared via OneDrive can be played back in your browser.
- ! Your Local Hard Drive is an option if you are storing recordings for personal use. Review the WNE [Download](#) page for more information.

## **FERPA and Re-using Class Recordings**

- ! Please be aware of [Family Educational Rights and Privacy Act](#) (FERPA) guidelines around protecting the privacy of student education records. For faculty members who wish to reuse a class video recording (e.g., a Zoom recording, whether they do so from Zoom or Echo 360) in the same section of the same course in the same semester, there are no FERPA-related concerns.
- ! However, if a faculty member wishes to reuse a Zoom video recording in a different section of the course or in a different semester (e.g., reusing a fall semester video in a class this spring), students must be anonymized in the video recording unless they have granted written consent. If a faculty member wishes to post the video recording on a publicly accessible website, then again students in the recording must have granted written consent or be anonymized.
- ! Are your classroom recordings “educational records” under FERPA?
- ! If a recording includes **only the instructor or voices of students that are not personally identifiable**, it is not classified as a student educational record and FERPA does not limit its use.
- ! If the recording includes the **names or identifiable audio, communications, or images of students** asking questions, making presentations, engaging in discussion, or leading a class (other than paid TAs), then the portions of those recordings containing that information do constitute student education records

and their use and distribution are limited under FERPA

- ! **Students cannot be compelled or required to give consent to release their student information as a condition of class enrollment or participation.** If possible, you may edit the recording to omit the student or de-identify the student from the recording, but if the student cannot be omitted or de-identified, you may not share the recording with other students outside the course or with third parties, except to those with a [legitimate educational interest](#) or as otherwise permitted under other limited FERPA exceptions.

## Where can I get help?

If you have questions or concerns regarding the new policy, please contact Educational Technology & Training at [edtech@wne.edu](mailto:edtech@wne.edu) or visit [Zoom for Faculty Quick Guide](#).

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