



Online Learning & Educational Technology

Zoom Cloud Recording Update

March 2021

Zoom Cloud-Recording Retention Plan

Effective May 1, 2021

ALL cloud-recorded Zoom video will automatically move to [Zoom Trash](#) 1.25 years after creation.

Once a video has been moved to [Zoom Trash](#), it will remain there for 30 days before it is permanently deleted.

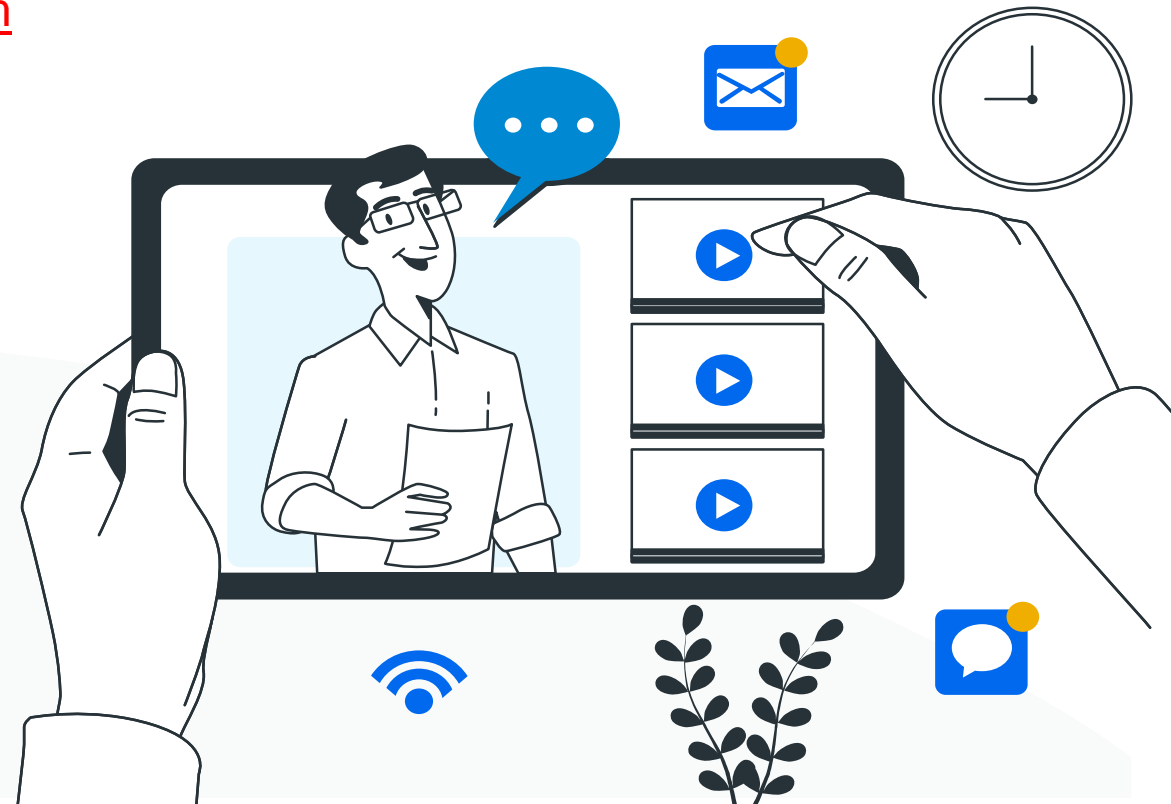


What to Do Before 1.25 Years



Manually remove or delete any of your own cloud-recorded Zoom video that is less than 1.25 years old and is no longer needed.

The removed video will be stored in your [Zoom Trash](#) for 30 days before it is permanently deleted.



Tips on Managing Zoom Recordings

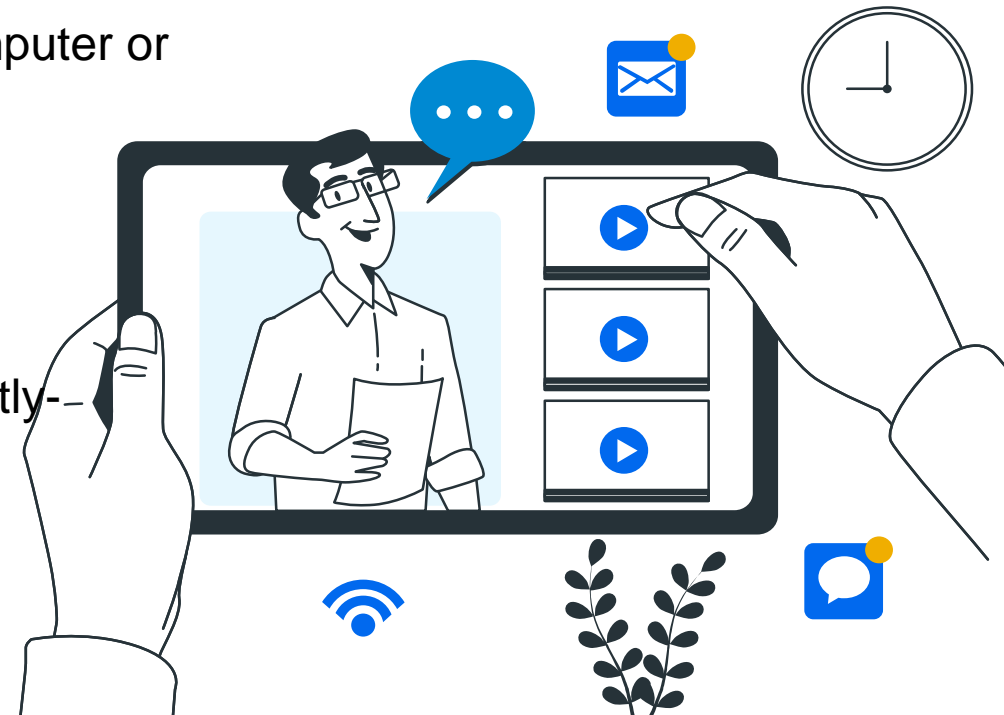
#1 Uniquely Name/Rename scheduled meetings to easily find and manage meetings/recordings afterwards

#2 Review and Audit cloud recordings regularly to save or delete obsolete recordings

#3 Record to Local Computer to save files directly to your computer or laptop; transcript is not generated

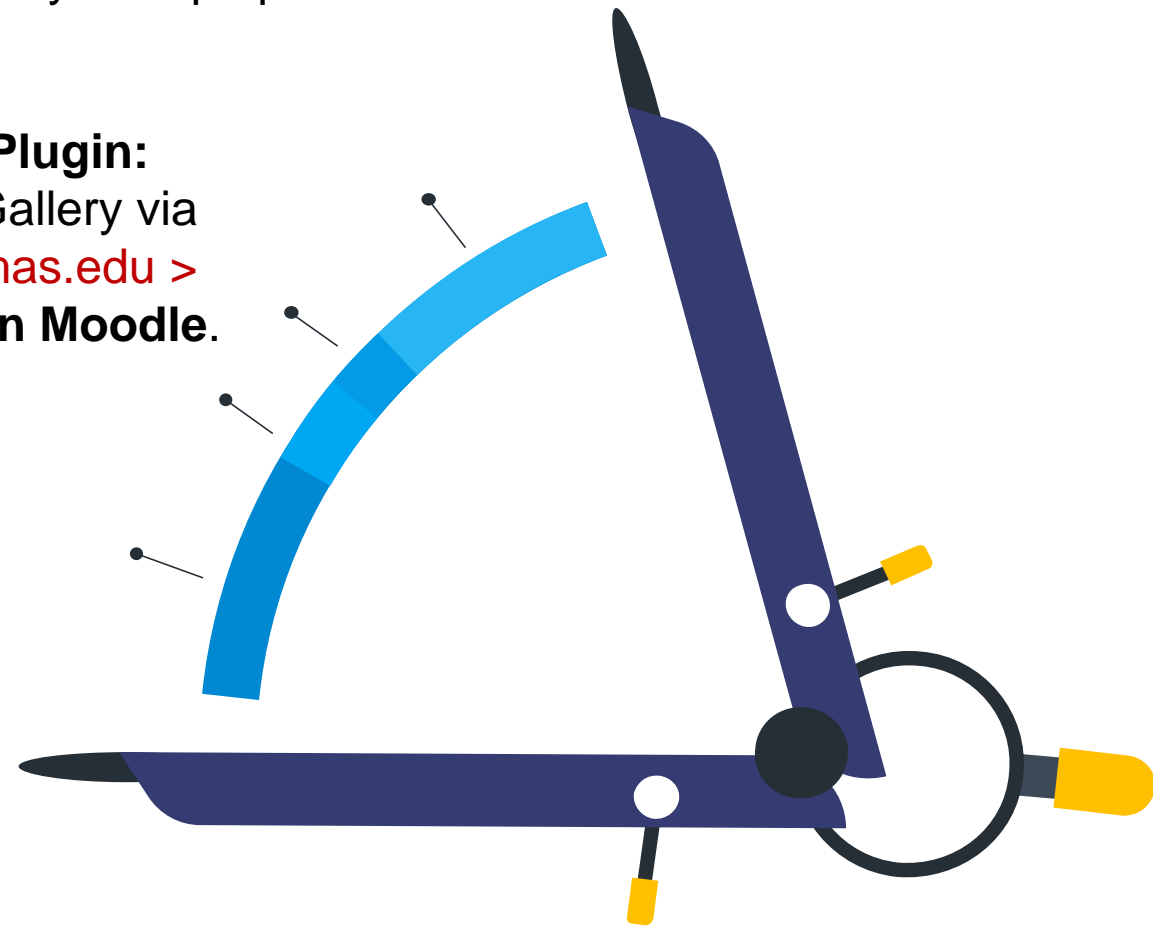


Zoom does not provide a method to restore permanently-deleted video.



Managing Videos Beyond 1.25 Years

- ✓ **Download a copy to your laptop or computer:**
You may download the video (.mp4 file) and other associated files (audio transcript .vvt file, audio only .mp4 file, etc.) to your laptop or computer.
- ✓ **Upload Files to the Kaltura Video Management Plugin:**
Upload Zoom recording files to the Kaltura Media Gallery via Moodle. Instructions are available at online.clackamas.edu > **Faculty > OLET Knowledge Base**, search **Kaltura in Moodle**.



Questions?

Find your Zoom Recordings
clackamas.zoom.us

View Full Retention Plan and Zoom Help Guides
online.clackamas.edu > Faculty > Zoom Video Conferencing

Submit an OLET Online/Moodle Service Ticket at
support.clackamas.edu

Email Us!
online@clackamas.edu

