

Luther Seminary Zoom Cloud Recording Storage Policy

I. Overview/Purpose

This policy clarifies the intent and retention of Zoom cloud recordings. This is to ensure that the finite Zoom cloud storage remains available to users. Once the Zoom cloud recording storage is full there will be no more cloud recordings created.

II. Scope

This policy applies to the Luther Seminary Zoom cloud storage system.

III. Definitions

Zoom cloud recording storage - this is space Zoom provides in their cloud for recordings created by Luther Seminary users.

Zoom local recording storage - this is storing recordings on the Zoom meeting host's computer's hard drive.

Classroom Zoom recordings - these are automatic recordings produced by the Zoom-enabled classrooms at the Seminary.

Personal Zoom recordings - these are recordings produced by a Zoom meeting host in their own meeting.

IV. Policy

Classroom Zoom Recordings:

Every 6 months or when Zoom cloud storage reaches 90% capacity, whichever is sooner, the Office of Technology will download classroom Zoom recordings older than 1 month. The recordings will be downloaded to Google Drive and can be made available to appropriate people (for example, the instructor teaching a class at that time). Recordings will then be removed from the Zoom cloud storage. To request access to a historic recording, email helpdesk@luthersem.edu with as much detail on the room and time of the class.

Personal Zoom Recordings:

Personal Zoom recordings will be left in the cloud; people are encouraged to record locally on their computer when possible.

The Office of Technology may reach out to people with many cloud recordings to encourage them to download those to their computer to help free up Zoom cloud recording space.

Revision History

Revision	Change	Date
1.0	Initial Version	12/1/2020
