

Zoom recording autodelete to be enabled on 1/20/21

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Beginning Wednesday, January 20, 2021, recordings stored in Penn Zoom that are older than 120 days will be deleted from Zoom's cloud storage.

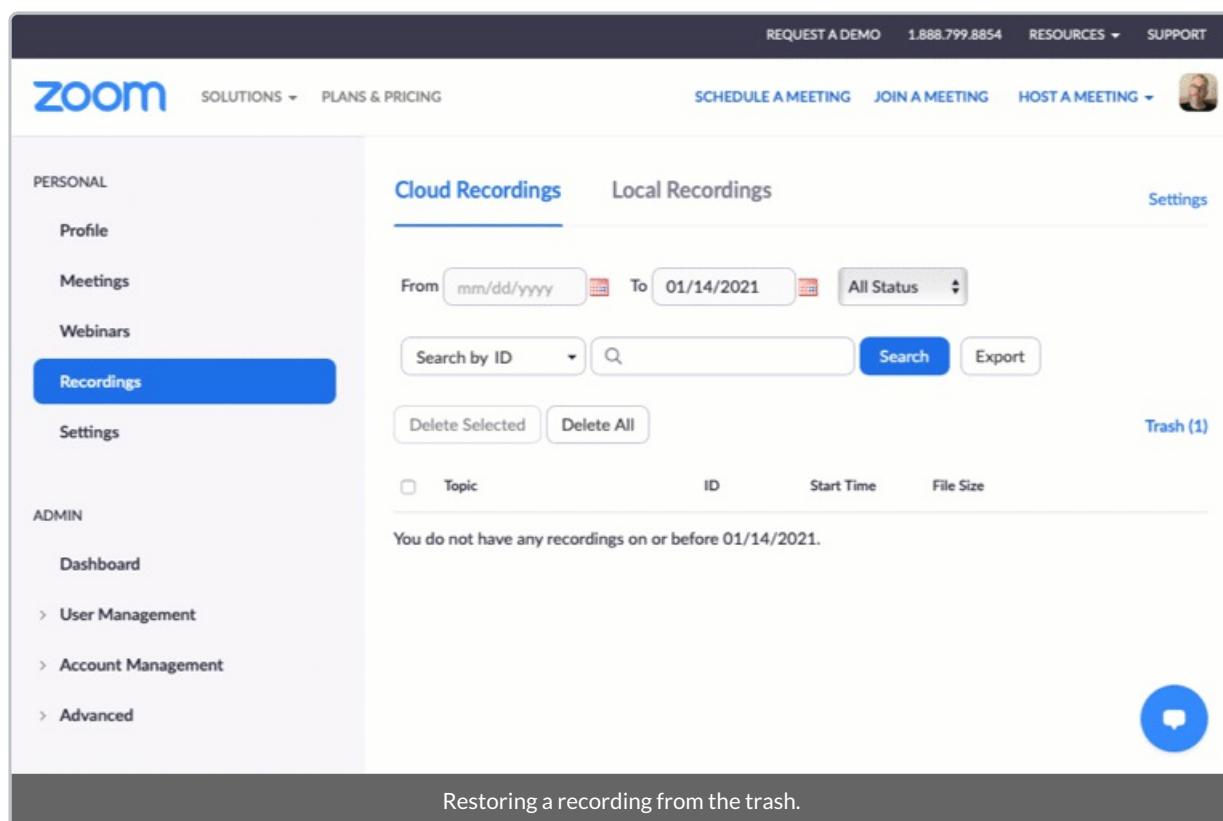
Starting on Wednesday, January 20, 2021 Penn Zoom will auto delete cloud recordings older than 120 days. **This change impacts all recordings made on Penn Zoom.**

Any recordings from before September 20, 2020 will be deleted from Penn Zoom on January 20, 2021. Going forward, all recordings that are 121 days old will be deleted.

Existing recordings in Panopto will NOT be affected by this change. PennZoom classroom recordings initiated from within Canvas will continue to automatically be moved into Panopto for long-term storage.

Restoring Deleted Recordings

Deleted recordings are held in your Penn Zoom trash bin for 30 days. They can be recovered from the trash bin:



These instructions walk through the process: <https://support.zoom.us/hc/en-us/articles/216378863-Recover-a-Deleted-Cloud-Recording>.

After 30 days in the trash bin the video is permanently deleted and cannot be restored. See the next section for strategies around downloading and long-term storage for Zoom videos.

Downloading and storing recordings

You can **download your Penn Zoom recordings** for storage elsewhere, but keep in mind Zoom does not allow deleted or downloaded recordings to be re-uploaded to Zoom.

Information about how to download recordings is available at: <https://www.isc.upenn.edu/how-to/pennzoom-cloud-recording-management>

Some suggestions for alternative storage of recordings are:

- Classroom recordings initiated directly from Zoom can be manually imported into Panopto for long-term storage.
 - Instructions for importing previously scheduled Zoom meetings into Panopto can be found here: <https://infocanvas.upenn.edu/guides/zoom/zoom-for-faculty-staff-tas/>
- Dropbox/Box can be used if you are keeping the video for your own use, or just sharing it on a one-by-one basis.

For more information on Penn Zoom's autodelete policy, including instructions on downloading your recordings, and information about recording files, please visit <https://www.isc.upenn.edu/how-to/pennzoom-cloud-recording-management>.
