

## Zoom Recording Storage Options

Gena Burke - 2021-06-08 - Comments (0) - Zoom Recording & Transcription

**Zoom Recording files are automatically deleted 6 months after recording.** This grid displays the common ways that course and meeting recordings are stored and for how long. If you have concerns or would like guidance on best practices, email [media\\_services@brown.edu](mailto:media_services@brown.edu)

### Course Recording Storage Options

Method	Location	Retention
Instructors <b>using Canvas</b>	Recordings are stored automatically in your Canvas Media Library	6 Years
Instructors <b>using Panopto only</b>	Recordings are stored automatically in your Panopto folder	6 Years
Instructors <b>not using Canvas or Panopto*</b>	Zoom	<b>6 months only</b>

### Zoom Meeting Storage Recommendations for non-course recordings

Zoom meetings and event recordings can be stored in your Google Drive to save them for longer than 6 months. Here are the [instructions](#).

**\* Zoom storage should not be used for your course recordings.** The standard recording retention requirement is 6 years. For assistance with storing your course recordings on Canvas or Panopto, contact [media\\_services@brown.edu](mailto:media_services@brown.edu).