

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

Course Recording Storage Options

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

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.