



TO: Chief Executive Officers
 Chief Instructional Officers
 Chief Information Systems Officer Association

FROM: Barney Gomez,
 Vice Chancellor, Digital Innovation and Infrastructure

RE: Removal of Zoom Cloud Recordings

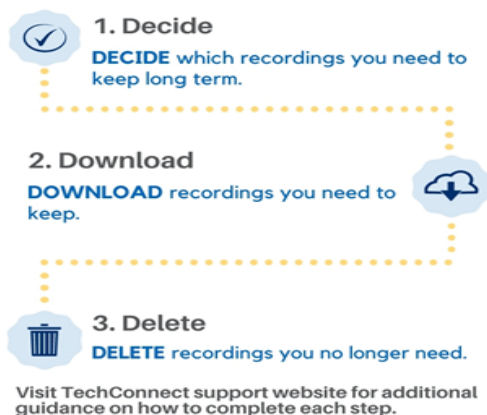
In order to ensure that the short-term cloud storage included with your free Zoom Pro account provided by Chancellor’s Office/TechConnect Cloud services remains available for essential purposes to all users, we must discard older cloud recordings at an administrative level. This action is necessary to prevent exceeding the storage limits permitted with our Zoom institutional license, and to avoid unsupportable budget impacts to the TechConnect grant funded programs. Thus, **we will** be taking steps to **delete older Zoom cloud recordings** from all user accounts to free up this limited space and ensure continued Zoom cloud storage for the fall term.

Effective 03/08/2021 all TechConnect **Zoom recordings** with a creation date prior to August 15, 2020 **will be deleted** from user accounts. Once these files are deleted, they will be held in Zoom trash and available for retrieval by you for 30 days after the date of deletion. However, **after 30 days** in Zoom trash, any recordings held there will be permanently removed and **no longer be accessible**.

Start now to proactively manage your Zoom recordings and retain any you might need for future use or reference by moving those recordings to alternate long-term storage resources as dictated by your college’s policies and guidance. Take these steps to ensure any recordings you will need in the future are not deleted, and cloud storage remains available for everyone’s short-term use.

HOW TO MANAGE YOUR ZOOM CLOUD RECORDINGS

3 Simple Steps



Zoom Storage

March 1, 2021

Additional guidance on how to complete each step is available on the TechConnect support [website](#).

Future policy details on cloud recording retention limits for TechConnect Cloud Zoom account holders should be anticipated. TechConnect continues to assess likely future capacity requirements of account holders' use of Zoom temporary cloud storage as conditions for demand change. Information will be provided as it becomes available.

Should you have any questions or need further assistance, contact me at bgomez@cccco.edu or 916-445-6299.

Cc:

Eloy Ortiz Oakley, Chancellor

Daisy Gonzales, Deputy Chancellor

Marty Alvarado, Exec Vice Chancellor

Sheneui Weber, Vice Chancellor

Rebecca-Ruan-O'Shaughnessy, Vice Chancellor