4CD Guidance: Zoom Video Recordings and Ongoing Storage Management

April 21, 2025

**Action Needed for all 4CD Zoom users:**

**Effective October 1, 2025**

1. **All Zoom videos stored on the 4CD Zoom cloud prior to July 31, 2024 will be deleted**
2. **Videos to be retained must be downloaded and/or transferred by September 30, 2025.**

**Background:** California Community Colleges Vice Chancellor Valerie Lundy-Wagner issued a [memo](https://email4cd.sharepoint.com/%3Ab%3A/s/Districtwide/dwdist/EXJja7e9A6lPoSixksW0GVEBYPSl93L8EnoykeRopn_ROQ?e=aglqfi) regarding the need to delete Zoom files by September 30, 2025 to clear up storage space. TechConnect Zoom is offered free of charge to all California Community Colleges through the Support Services Grant. As part of an ongoing commitment to maintaining efficient and effective use of resources while ensuring compliance with relevant regulations, the CCCCO is implementing a [Zoom Recordings Retention Policy](https://ccctechconnect.zendesk.com/hc/en-us/articles/27525579641883-Zoom-Recordings-and-Transcripts-Retention-Policy) within the California Community Colleges System.

**Action needed by all faculty and staff who use Zoom:**  Please plan to review and migrate the video files that you want to keep to other platforms **by September 30, 2025.** **All recordings remaining on 4CD Zoom prior to July 31, 2024, will be deleted** to make room for coming semesters. Please see below for instructions on migrating videos to other sites.

**Relinking videos:** Any links on websites, in documents, and in Canvas courses that are currently connected to videos stored on the Zoom platform will need to be relinked to the new storage location.

**Changing settings to reduce storage impact**: In addition to downloading and migrating any videos you want to save, please implement the following practices:

1. Disable ‘auto recording.’ Many Zoom meetings and conversations are being automatically recorded, unintentionally capturing pre-meeting discussions and videos.  In your Zoom Account, go to Settings > Recordings, and scroll down to Automatic Recording. Make sure the toggle is off for Automatic Recordings.
2. Record to the cloud only when archives are needed, and assign only one person to record at meetings.
3. Delete any unneeded or duplicate videos soon after recording whenever possible.

**Platforms to store retained videos:**

* **Canvas Studio:** Transfer videos into your Canvas Studio account library. Studio is located inside your Canvas course shell. Please see [instructions](https://community.canvaslms.com/t5/Canvas-Studio-Guide/How-do-I-upload-media-files-in-my-Canvas-Studio-account/ta-p/1705) on transferring videos to Canvas Studio.
* **YouTube:** Transfer videos to YouTube, being mindful of federal student privacy requirements ([FERPA](https://studentprivacy.ed.gov/resources/eligible-student-guide-family-educational-rights-and-privacy-act-ferpa)) to keep student identities and images private. Please see [instructions](https://community.zoom.com/t5/Zoom-Events-and-Webinars/How-to-upload-webinar-recordings-to-youtube/m-p/78095) on how to transfer videos to YouTube. You can set the uploaded videos to “[unlisted](https://support.google.com/youtube/answer/157177?hl=en&co=GENIE.Platform%3DDesktop)” so only you and the people you choose can access the videos.

**Campus Resources:**

Connect to Distance Education support at your campus. Each college will provide guidance and/or training on how to migrate videos to new storage locations.

**Contra Costa College:**

* Visit the “DE PD Challenges” Canvas shell and use the resources provided in the “Transferring Zoom Cloud Recordings” module.
* Contact Instructional Designers Monica Landeros (mlanderos@contracosta.edu) or Lauren Nahas (lnahas@contracosta.edu) for additional assistance.

**Diablo Valley College**

* See the [**Zoom Storage Limits**](https://dvc.instructure.com/courses/87568/pages/zoom-storage-limits?module_item_id=4861674)page in our [Technology Resource Hub](https://dvc.instructure.com/courses/87568)
	+ View the video embedded on the Zoom Storage Limits page for a step-by-step walkthrough of the download/upload process.
* Contact Neal Skapura, nskapura@dvc.edu for additional assistance.

**Los Medanos College**

* Please see the “[Managing Zoom Recording Flex](https://losmedanos.instructure.com/courses/61038/pages/managing-zoom-recordings-flex-3-slash-4-slash-21?module_item_id=2844683)” located in the [LMC Tutorials & Online Teaching Resources](https://losmedanos.instructure.com/courses/61038)
* Contact Courtney Diputado (cdiputado@losmedanos.edu) for additional assistance.