

Zoom Management

Technology Committee

Issue: We currently have no process of deleting Zoom cloud recordings at CCSF and we know Zoom does not want us using cloud servers for long-term storage. CCSF employees have access to other long-term storage options such as 3CMedia, Canvas Studio or OneDrive.

Solution: The Technology Committee has proposed the following motion with a clear timeline of when specific videos will be deleted.

Need Input/Endorsement: DCC, D&C, and classified groups. The input should be on the proposed timeline and how Zoom recording deletion is managed through auto-deletion.

Proposed Motion

1. Adopt the following recommended deletion timeline so the Zoom admin can implement this and OLET can begin messaging/training.
2. Recommend the deletion of Zoom cloud recordings based on the timeline below.

Date of Recording	Deletion Date	Number of Recordings
January 1, 2018 – December 31, 2018	September 15, 2021 February 14, 2022	166
January 1, 2019 – December 31, 2019	September 15, 2021 February 14, 2022	825
January 1, 2020 – December 31, 2020	October 1, 2021 March 1, 2022	33,702
January 1, 2021 – January 17, 2022	November 1, 2021 April 4, 2022	38,066 (up to October 26, 2021)
January 18, 2022 - ongoing	Auto deletion in 150 days	

Proposed Setting Changes (including implementation date)

Recommend auto-deletion of 150 days to be set in employee user's Zoom setting on January 18, 2022

Support Resources for Proposed Changes

OLET to provide training material on how to transfer Zoom recordings to other platforms (e.g., save the video file on a computer, upload to Canvas Studio/3CMedia/OneDrive)