



TO: All Users of California Community Colleges/TechConnect Cloud Services

FROM: Valerie Lundy-Wagner, PhD, Vice Chancellor
Office of Information, Data, Evidence, and Analytics
Digital Innovation and Infrastructure Division

RE: Implementation of Zoom Recordings Retention Policy

The Support Services Grant, managed by TechConnect at Palomar Community College District, aims to provide the California Community Colleges system with foundational technologies, processes, architectures, and technology standards. As part of this grant, TechConnect Zoom is offered as a secure, web-based meeting tool that delivers high-quality audio and video communications. This tool is tailored specifically for community college needs and integrates seamlessly with Canvas, allowing for efficient scheduling, virtual office hours management, session recordings, and more. TechConnect Zoom offers provisioning of accounts for all faculty and staff within the California Community Colleges system, along with additional services such as Webinars, Zoom Rooms, captioning, support, and many add-ons. This contract provides all faculty and staff with free Pro Zoom accounts, making it easy and convenient for them to use the tool.

As part of our ongoing commitment to maintaining efficient and effective use of resources while ensuring compliance with relevant regulations, the California Community Colleges Chancellor's Office is implementing a [Zoom Recordings Retention Policy](#) within the California Community Colleges System.

Rationale: To ensure equitable access to short-term cloud storage provided with your free Zoom Pro account, it is imperative to manage our storage resources judiciously. Exceeding storage limits poses challenges not only in terms of budget but also in compliance with our institutional license terms. Therefore, it is necessary to delete older Zoom cloud recordings from user accounts.

Policy Implementation: Effective October 1, 2025, all Zoom recordings created before July 31, 2024, will be deleted from user accounts. Deleted recordings will be stored in the Zoom "trash" folder for 30 days, during which they can be retrieved. However, after this grace period, recordings will be permanently removed and inaccessible.

Action Required: To ensure retention of recordings you may need for future reference, please proactively manage your Zoom recordings by moving them to alternate long-term storage

Implementation of Zoom Recordings Retention Policy

August 30, 2024

resources as per your college's policies. This will prevent unintended deletion and contribute to preserving cloud storage for short-term use by all users.

Compliance and Support: The Zoom Recordings Retention Policy is aligned with legal requirements and reflects our commitment to data security and compliance. For further details on the policy and its implications, refer to the attached draft for your reference.

Your cooperation in adhering to this policy is vital to maintaining the integrity and efficiency of our cloud storage resources. For help with tools and resources to manage your Zoom recordings, please contact California Community Colleges TechConnect Support by emailing support@ccctechconnect.org

If you have any questions regarding this policy, please reach out to jhetts@cccco.edu.

Thank you for your attention to this matter.

cc: Sonya Christian, Chancellor
John Hetts, Executive Vice Chancellor
Erik Cooper, Vice Chancellor
Rebecca Ruan-O'Shaughnessy, Vice Chancellor
Anthony Cordova, Vice Chancellor
John Stanskas, Vice Chancellor
Michelle Smith, Assistant Vice Chancellor
Tech Connect Team, Palomar Community College District