



UBC Zoom & Teams Video Retention Policy

Starting in **October 2023**, UBC will automatically remove video recordings from Zoom and Microsoft Teams **one year after each video is recorded**. This new video retention policy will affect all faculty, staff, and student employees who use UBC accounts to record with these tools. Detailed instructions can be found [here](#).

A. Alternative Video Storage

1. For Zoom recordings, you can download them from the [UBC Zoom portal](#) to your local computer and/or upload them to 1) Canvas with [Kaltura \(UBC's enterprise video storage solution\)](#) or 2) [UBC OneDrive \(1 TB\)](#) for longer-term storage.
2. For Teams recordings, a folder called "Recordings" will be automatically created in your UBC OneDrive account to store the recording files. Within this folder, an expiration date will be automatically added to recordings **after October 31, 2022**. To keep the recording files longer, you need to [update/remove the expiration date](#).
 - 1) Recordings that are > 1 year old (recorded before October 31, 2022) will not be removed or affected in any way.
 - 2) Videos you manually upload to UBC OneDrive will not be influenced.
3. Note that the recordings will occupy your UBC OneDrive account's storage space.

B. Recovery of Deleted Recordings

If the recordings are accidentally deleted, please follow the steps in these links to recover them: [Zoom](#) (within 30 days); [Microsoft Teams](#) (within 90 days).

C. Use of Previous Lecture Recordings

If you plan to use previous lecture recordings in your current/future courses, please ensure that either the recordings do **not** contain students' personal information, or you have obtained the student's [consent](#) if they involve any personal information.

D. Frequently Asked Questions

1. The videos won't be affected if uploaded to Canvas through Kaltura in pages, My Media, or Media Gallery.
2. The retention policy does not impact the videos uploaded through Canvas Files.
3. The retention policy will apply if you enabled the Zoom tab in Canvas and had your Zoom cloud recordings linked to the Canvas course. Please note that one Zoom meeting only links to one Canvas course, and the Zoom recordings can't be exported to another Canvas course. If you need to keep the Zoom cloud recordings, please download them from the [UBC Zoom portal](#) to your local computer and/or upload them to 1) Canvas with [Kaltura \(UBC's enterprise video storage solution\)](#) or 2) [UBC OneDrive \(1 TB\)](#) for longer-term storage. If you plan to reuse previous lecture recordings in your current/future courses, please ensure that either the recordings do **not** contain students' personal information or you have obtained the student's [consent](#) if they involve any personal information.

Feel free to contact the [TLS team](#) for questions. Please contact the [IT Service Centre](#) with any technical support requests regarding Zoom and Teams or connect with UBC Records Management (records.management@ubc.ca) with policy questions.