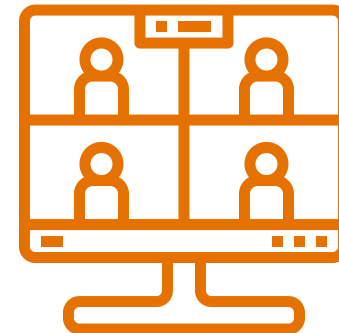


RECORDINGS: RETENTION BEST PRACTICES



SHOULD YOU RECORD A CLASS OR MEETING?

It depends. Record an electronically held class or meeting only if it would have been recorded in-person. There is no requirement to record.

ARE RECORDINGS UNIVERSITY RECORDS?

Yes. They document university business and should be disposed of according to the retention schedules. Retention time depends on several factors. See the [Retention Schedule Database](#).

ARE RECORDINGS SUBJECT TO FOIA?

Yes. Recordings may be released under FOIA or for investigative purposes. See the [FOIA website](#).

RETENTION TIME PERIODS

Meetings of Historical Significance

101-100361
Retain permanently.
Includes BOV, Staff and Faculty Senates, and Town Halls.

Courses and Classes

111-101081
Destroy 1 year after the end of the course.

Staff and Other Meetings

101-100362
Destroy after administrative value ends.

Other recordings

(such as those related to hiring and search, created for research purposes, etc.) should be retained according to the applicable record series.



STORAGE OF RECORDINGS

Zoom (cloud storage only) and Teams recordings (saved in OneDrive) are automatically deleted after 180 days. Move recordings that must be retained longer.

Save recordings to a secure location (not your hard drive). Resources are available: [UVA Zoom](#) and [UVA Teams](#).

NEED HELP? CONTACT RIM:

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