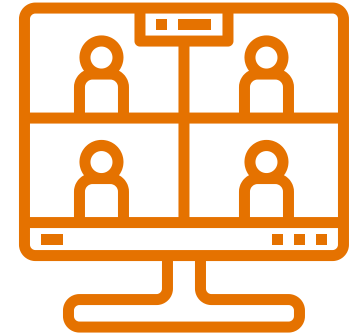


# RECORDINGS: RETENTION BEST PRACTICES



## 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 end of 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 files stored in the cloud are deleted after 180 days. Move recordings that must be retained longer.

Recordings should be saved to a secure location (not your hard drive). [ITS Zoom Resources](#) are available.

## NEED HELP? CONTACT RIM:



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