RECORDINGS: RETENTION BEST PRACTICES

SHOULD YOU RECORD A CLASS OR MEETING?
The text states: **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?
The text states: **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?
The text states: **Yes.** Recordings may be released under FOIA or for investigative purposes. See the [FOIA website](#).

RETENTION TIME PERIODS

<table>
<thead>
<tr>
<th>Meetings of Historical Significance</th>
<th>Staff and Other Meetings</th>
<th>Storage of Recordings</th>
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</thead>
<tbody>
<tr>
<td>101-100361 Retain permanently. Includes BOV, Staff and Faculty Senates, and Town Halls.</td>
<td>101-100362 Destroy after administrative value ends. <strong>Other recordings</strong> (such as those related to hiring and search, created for research purposes, etc.) should be retained according to the applicable record series.</td>
<td>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). <a href="#">ITS Zoom Resources</a> are available.</td>
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</tbody>
</table>

Courses and Classes
111-101081 Destroy 1 year after end of course.

NEED HELP? CONTACT RIM:
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