



New SWC Zoom Storage FAQ's

Description: The California Community College system is implementing a Zoom Recording Storage policy change to help manage exceeding storage limits with our institutional Zoom license. Starting October 1, 2025, Districts will retain the latest 12 months of recordings. The purpose of this document is to establish guidelines for the retention and management of Zoom recordings and transcripts within the California Community Colleges System/TechConnect (CCC TechConnect).

FAQ's:

Q1: Who does this apply to?

All CCC TechConnect **Licensed** Accounts/**Southwestern College** Zoom Accounts.

Q2: When will the new storage policy go into effect?

October 2, 2025.

Q3: Are deadline extensions beyond October available?

No extensions/exceptions are being offered.

Q4: How can we find out if our district plans to delete recordings by October 2025?

All recordings created prior to July 2024 are scheduled for deletion on October 2, 2025.

Q5: Will I get notice before my Recording/Transcript is deleted.

Yes, users will receive a 30-day minimum notification prior to recording/transcript deletion. During this period users may still save or transfer them to a local storage or to cloud storage provided by the district i.e. [OneDrive](#), [Google Drive](#). It is highly recommended to save or transfer recordings prior to the 30- day grace period/deadline. After 30 days all recordings/transcripts will be permanently expunged with NO option to recover.

Available Storage options:

[Local Recordings on PC/Personal device](#), [One Drive](#), [Google Drive](#)

Deletion Schedule:

- **October 2, 2025:** Recordings created prior to July 31, 2024, will be deleted.
- **July 1, 2026:** Recordings from August 1, 2024, through June 30, 2025, will be deleted.
- **July 1, 2027:** Recordings from July 1, 2025, through June 30, 2026, will be deleted.
- **July 1, 2028:** Recordings from July 1, 202, through June 30, 2027, will be deleted.
- The sequence of intervals will continue each year.

Reviewing the new policy is paramount in safeguarding recordings, meetings, recorded lectures, transcripts and any invaluable material. It is important for all personnel to read and familiarize themselves with the deadline dates provided, and the available district resources provided for storage options. Failure to follow procedure may result in permanent loss of recordings. Additional Zoom information can be found on [SWC Zoom portal](#).

Thank you for your support,

Institutional Technology Department