



## Panopto Retention Policy

### Introduction

This document suggests new policies and procedures for retaining, archiving, and deleting videos on the Panopto system, [hc.hosted.panopto.com](https://hc.hosted.panopto.com).

### Scope

The Panopto system records and stores course lectures, copies of Zoom recordings saved to the Zoom cloud, and other videos created and uploaded by faculty, staff, and students at Haverford.

This policy applies to faculty, students, and staff with materials created and/or stored on Panopto. It is intended to allow us convenient, secure, streaming storage for courses and other college business.

### Policy

- **Videos copied to Panopto from Zoom cloud will be archived more frequently than other videos on Panopto. Any Zoom video will be archived if it is over a year old and it has not been watched in the last year.**  
More frequent archiving for Zoom videos has been implemented since September 6, 2023.
- **All other videos and audio recordings over two years old and not viewed for at least a year will be archived.**  
Archiving has been implemented since May 23, 2022.
- **Archived videos that have not been viewed within the last four years will be deleted**  
Archived videos that have remained in storage for four years will be deleted. Members of the community will have the chance to review their videos by taking them out of the archive and viewing them. Unarchived videos will then be subject to the archive policy stated above.
- **Users may download and store videos to maintain a personal copy**  
In general, anyone that can create or edit a recording can also download their videos to create a personal archive. The owner can allow additional downloads rights, as allowed by law.

## **Procedures**

Archiving typically happens the week after the end of the fall and spring semesters. However, we reserve the right to archive additional times, should we come uncomfortably close to our Panopto storage allotment. We will provide members of the community at least two weeks' notice of a planned retention activity.

## **Definitions**

### **Recordings:**

Recordings refer to any audio, video, or screencast uploaded to Panopto. It also refers to Zoom cloud recordings that are automatically copied to Panopto

## **References, Related Resources, or Appendices**

- **IITS information on Panopto:**  
<https://haverford.teamdynamix.com/TDClient/114/Portal/KB/ArticleDet?ID=2714>
- **IITS Information on Zoom Cloud/Panopto link**  
<https://its.sites.haverford.edu/new-option-for-saving-editing-and-sharing-zoom-cloud-recordings/>
- **Panopto Tech Support:**  
<https://support.panopto.com>

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*Sponsor: Hiroyo Saito, Director of Instructional Design and Technology  
Contact [hc-techlearn@haverford.edu](mailto:hc-techlearn@haverford.edu) with any questions.*