



Applying Retention to Recorded Content

Type of Content	Record Series	Retention Period	Notes
Live classroom sessions	Course Materials Used for Grading	1 Year	
Pre-recorded content used for class coursework	Course Materials Used for Grading	1 Year	If the same recording is used for multiple semesters, retain 1 year after last use.
Research interviews	Transient	Until no longer of value	Consider leaving cameras turned off; only retain written and/or audio transcript as Research Data (5 years from end of project).
Public Meetings	Transient	Until no longer of value	Often recordings are used to transcribe official written minutes. Board of Trustee meeting recordings should be transferred to the University Archives.
Training sessions	Presentations, Training and Workshop Files	Act+3	Active= while training is being offered; until event complete; or until revised, superseded, or obsolete. Consider not recording if you would not normally record the session in-person.

Just because we have the ability to record, doesn't mean that we should record every meeting. When hosting a meeting, consider whether you **need** to record and **why**. If you have not previously recorded similar meetings, don't record just because you can. Recording without a specific reason is not worth the extra liability and risk to the University and your office. Keep in mind that if an online meeting or event is recorded it:

- Is a record of the university per [Ohio Revised Code 149.011\(G\)](#) and has to be managed in accordance with University [retention schedules](#).
 - Zoom, Teams and other platforms are not long-term storage repositories. You will need to take steps to move the recording to a more appropriate storage area where they can be retrieved, opened, viewed, and shared for the duration of its retention.
- Could be releasable under the [Ohio Public Records Law](#) and [OSU Public Records Policy](#)

- There is a possibility of interpretation or misinterpretation of any verbal or visual exchanges captured on the recording.
- Is discoverable during litigation
- Could become part of an investigation
- May have privacy implications (FERPA, HIPAA, etc.)
 - Also keep in mind what can be viewed in the background of any participant's video feed.
- Takes up a lot of storage space

Reasons to record an online meeting/class:

- You intend to post a digital recording of the meeting online for a public or select audience to watch after the fact, or you expect that you will need to repurpose the meeting (for example, by making a live training session to one audience available to other audiences in a recorded format).
- You would have recorded the meeting anyway in the ordinary course, if you were conducting it in person or by telephone.
- You expect that certain critical invitees will not be able to attend the meeting, and it would be insufficient simply to provide them with a slide deck, minutes, notes, or briefing of the meeting after the fact.
- You find during the meeting that one or more attendees is having Zoom connectivity problems, and it would be insufficient simply to provide them with a slide deck, minutes, notes, or briefing of the meeting after the fact.

Reasons not to record an online meeting/class:

- If you wouldn't record the meeting if it were in-person, there is no reason to record it online.
- If your participants need to be de-identified (such as for a research project) – there are options to turn off cameras, retain only the audio, voice-to-text transcript, or chat transcript in Zoom.
- If you conduct the same training session multiple times.

If you are recording a meeting/class, tell the audience:

- That you are recording the event.
- How you plan to use the recording, including who will be able to see or hear it.

Naming and Filing Recordings:

- Use file naming conventions as suggested in [Best Practices for File Naming](#)
- Use folder structure schemes as suggested in [File Organization Best Practices](#)

Additional records management resources can be found at <https://library.osu.edu/osu-records-management>. Or, contact **Pari Swift**, *University Records Manager*, swift.102@osu.edu, 614-292-4092.

[Recordings storage options](#) outside of Zoom and Teams.