

## **Panopto Content Retention Process:**

Effective 7/19/24, LUC will implement a content retention process for Panopto video recordings to more effectively utilize the Panopto LUC storage allocation.

Video recordings stored in Panopto will be subject to the following archiving and deletion process:

1. Video recordings that have not been viewed, edited, or accessed in the last **48 months** will be moved to archived storage within Panopto. Archived video recordings are available for retrieval unless they are manually deleted.
2. Archived video recordings that have not been viewed or accessed in the last **12 months** will be permanently deleted. Deleted video recordings are not recoverable.
3. Videos not viewed, accessed, or edited are thus retained in the system for 5 years.

The retention process will be run during the summer term. Users with videos marked for archiving or deletion will be notified via email.

**NOTE: Users are not notified directly prior to files being archived or deleted.**

## **Frequently Asked Questions:**

### **What should I know about archived videos?**

Archived videos in Panopto remain in your account but are stored in an area where they are not available for immediate access or viewing. If videos are archived, you can use [Panopto's video search feature](#) to locate and restore any archived videos you are able to access.

Archived Recording:



Archived video being restored:



### What if I need to restore an archived video?

See [Panopto's article on how to restore archived content](#) for help with any questions related to restoring archived content. Please note that any creators or viewers with access to the video can also restore it from the archive.

### How long does it take for a video to be restored from the archive?

Video restoration can take up to 48 hours. The video owner will receive an email notifying them when the recording is ready.

### If I make copies of a video, how are the original and copied videos affected by the retention policy?

It depends on the type of video copy you made.

*Scenario A - Reference Copy:* If you make reference copies of an original video, the original will not be archived if the reference copies have not been archived. **NOTE: This is the default copy process in Panopto for LUC.**

*Scenario B - Full Copy:* If you made a brand new, full copy of a video, the original and the copy are treated separately.

See more information about full copies versus reference copies using Panopto's resources on [copying videos](#) and [reference copies](#).

### There wasn't a content retention process prior, so why is LUC implementing one?

Panopto originally did not charge for content storage but rather for upload and playback bandwidth. Due to a contractual change, storage allocations and limits have now been established. This process is being implemented to efficiently use LUC storage allocation for current active and future video content.

### Are there alternatives to deleting my long-term content?

Content creators can download their content and store it on a local (i.e. USB drive or mini hard drive) or network storage drive and then re-upload it to Panopto when needed.

Note: To ensure functionality for all our users, all Sakai sites have a 1 GB storage quota for all file types. Panopto sessions are stored in Panopto and do not count towards the storage quota for a Sakai course or project site.

For assistance with Panopto, please contact ITRS at [itrs@luc.edu](mailto:itrs@luc.edu). To book a Zoom appointment with a member of the ITRS team, visit [our booking page](#).

**Note: The following items have been modified from original documents provided by the Office of Information Technology, UNLV)**