

UNIVERSITY OF ABERDEEN
UNIVERSITY EDUCATION COMMITTEE

Retention Policy for Video Content in Panopto

1. PURPOSE OF THE PAPER

This paper outlines the current practice for managing video content (including audio) within Panopto and makes a recommendation for implementing a Panopto Video Retention Policy for AY 2024-25. Panopto is our institutional video platform that is primarily used to support learning and teaching.

This paper is for discussion and approval.

2. PREVIOUS CONSIDERATION BY /FURTHER APPROVAL REQUIRED

	Board/Committee	Date
Previously considered/approved by	N/A	
Further consideration/ approval required by	N/A	

3. RECOMMENDED ACTION

The committee is invited to discuss and approve the following:

Implementing a Panopto Video Retention Policy from AY 2024-25 onwards, that states that video and audio content older than 6 years and which has not been viewed in the last 4 years will be permanently deleted from Panopto.

4. DISCUSSION

It is essential that the University implements a Panopto Video¹ Retention Policy from AY 2024-25 onwards. The policy would ensure we remain within our contracted storage limits as well as enhance security, limit exposure to legacy video content and facilitate the discovery of new video content.

Currently, videos in Panopto that were created more than 3 years ago and have not been viewed in the last 13 months are archived. Archived content is still available for playback and can be restored to active storage automatically by staff or students with access, with up to 2 days' notice. Archived videos continue to use storage space on Panopto, although archive storage is less expensive than active storage.

To remain within the University's contracted storage limits, it is necessary to delete old video content. Storing videos for longer than is necessary also has implications for the University's sustainability agenda, as it contributes to increased electricity consumption (and thus carbon emissions) and increased manufacturing resources and waste.

To ensure the University stays within its allocated storage limits, while allowing capacity within the archive to allow for future fluctuations in storage demand, it is proposed that video older than 6 years and which has not been viewed in the last 4 years be permanently deleted from Panopto.

¹ Video includes video and audio content stored on Panopto

For example, a video recorded or uploaded to Panopto in September 2024, will be available on MyAberdeen for 3 years in active storage, then will be moved to the archive for a further 3 years (unless it is still being viewed), before being permanently deleted in 2030. These conditions ensure that any video still being viewed will not be archived or deleted.

5. FURTHER INFORMATION

Further information is available from Dr Sara Preston, Senior eLearning Adviser, Centre for Academic Development (s.preston@abdn.ac.uk) and Gavin Innes (gavin.innes@abdn.ac.uk), eLearning Adviser, Centre for Academic Development.

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Freedom of Information/Confidentiality Status: Open