



UNIVERSITY OF CENTRAL OKLAHOMA
Information Technology

UCO Media Retention Policy



UCO On Demand/D2I My Media (Kaltura)

Media stored in UCO On Demand is controlled entirely by the primary author. The primary author only has access to make media available to a private channel within UCO On Demand. Inappropriate content can also be removed by the Office of Information Technology without warning. **UCO On Demand is not a permanent media storage/repository solution.** Content on UCO On Demand can be removed by its owner without any warning. Content on UCO on Demand is considered an unauthenticated copy of content that exists elsewhere and is not considered a University permanent record.

To stay within our allocated storage parameters and keep University costs low, UCO on Demand users are encouraged to monitor and delete un-used media from their accounts. Media not played in 3 years or older, content will automatically be deleted.

Zoom Class Recordings on UCO On Demand My Media



Zoom classroom lectures are intended for current semester review only. Media will be retained in Zoom cloud storage until the end of each semester. After the conclusion of each semester Zoom videos will copied into Kaltura and removed from Zoom cloud storage.

Terms of Service

1. Media Release Form

In the event that content includes pictures, audio, or video recording of students, faculty, staff, or any other third party, the content author and/or contributor may need to obtain written permission from them in advance of posting content to UCO On Demand (streaming.uco.edu). Written permission is obtained by using the UCO Media Release Form and/or UCO Talent Release Form. Contributors and/or content authors and publishers are responsible to maintain all obtained permissions in their records.

2. Storage and Backup

The main focus of UCO On Demand is towards academic content and marketing usage. UCO is aware that posting material online is a way to increase your audience to market a University College/Department.

Although most content on UCO On Demand is intended to remain indefinitely, there is no guarantee on how long content will remain. It is not intended to be a permanent or long-term repository or archive for audio and video content or course materials. All content contributors are responsible for backing up their content.

3. Limitations of Use

If storage capacity and bandwidth issues occur, the Office of Information Technology reserves the right to limit uploaded material, remove older content, or to charge for use of the service.

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