



Title: Zoom Cloud Storage Policy
Effective Date: June 5, 2025
Issuing Authority: Senior Vice President for Administration and Finance
Policy Contact: Assistant VP of Information Technology and Chief Information Officer
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Purpose

Zoom Video Conferencing is a cloud-based video communications tool that is available to all students, faculty, and staff. This policy contains details regarding account ownership and storage availability associated with the use of Zoom.

Scope

This policy applies to students, faculty, and staff members of Mercer University.

Exclusions

None

Policy Statement

A. Account Ownership

Students, faculty, and staff members are provided with a free Zoom account. Students' accounts are terminated upon graduation or once the student is no longer enrolled with Mercer. Faculty and staff accounts are terminated once employment with Mercer is terminated. Retirees are not eligible to receive a free Zoom account from Mercer.

B. Storage Availability

Recordings may be stored at no cost on the Zoom platform for a period of 180 days. All recordings over 180 days old are automatically deleted at the end of each semester.

C. Storage Management

Instructions for managing storage, including deleting recordings and saving recordings to an external source are available on [Zoom's site](#) or [Mercer's Information Technology site](#).

Website Address

<https://it.mercer.edu>

History

Approved by the Executive Vice President of Administration and Finance July 1, 2023

Revised June 5, 2025