

UAMS Video Streaming Use and Retention Policy – Final

March 17, 2010

Who Can Use

For the purposes of this policy, the term "owners" refers to the persons or organizations of record within the University who are responsible for the content of a recorded video resource (they may have created the content, they may have simply provided it, or they may have arranged for its recording from live events, for example).

The following entities may use this service for UAMS Business purposes to provide recorded video content and are classified as "owners" of the streamed resource:

- Divisions, departments or units of UAMS
- UAMS faculty and staff
- UAMS students with faculty sponsorship

Appropriate Use

Appropriate uses of these streaming media services include, but are not limited to, aiding in access to instruction, research, major events, library collections, and training. The "owner" is responsible for the following components and procedures for the Video Streaming Service:

- Obtaining all Necessary and Required Legal Releases
- Adhering to all Licensing terms and Copyright laws
- Abiding by Federal, State, University of Arkansas and UA Medical Sciences laws and policies
- Inform the Information Technology department of any changes to video file ownership by providing a new "owner" name and UAMS email address.

Video File Retention

- Unless otherwise requested, video conferences recorded using the Tandberg Content Server (TCS) will be kept for 2 weeks and then automatically deleted.
- For all videos: requested video storage expiration/end date will be determined by the video owner.
- For requested stored videos:
 - Video Content on the video server not accessed in any six month period will be monitored and an informational email will be sent to the Designated Contact informing them of this inactivity. This contact must reply back requesting a new video storage expiration date. If no reply is sent within 2 weeks, video will be automatically deleted
 - Video content that has reached its expiration/end date will be monitored and an informational email sent to the Designated Contact 2 weeks prior to the actual expiration date. This contact must reply back requesting a new video storage expiration date. If no reply is sent within 2 weeks, video will be automatically deleted

Related Policies:

[UAMS Institutional Policy on the Use of Copyrighted Materials](#)

[Confidentiality Policy 3.1.15](#)

[Basic Code of Conduct 4.4.01](#)

[De-identification of Protected Health Info and Limited Data Set 3.1.31](#)