

Panopto Video Retention Policy

The University of Mississippi retention policy governs the archive and deletion process for all videos hosted within Panopto.

- Videos that have not been viewed in 18 months will automatically be archived.
- This auto-archive process occurs once each month.
- Archived videos may be restored to Panopto active status at any time within 18 months.*
- If it is important for a video to remain available, open the video and play it at least once every eighteen months to prevent it from being auto-archived.
- Archived videos will be **permanently deleted** if they have not been viewed in 3 years.
- NOTE: Users are not notified prior to files being archived or deleted.

Panopto is for hosting regularly used, active video materials—Panopto is not an unlimited video storage system. Videos that are not used with regularity or need to be kept indefinitely should be manually downloaded from Panopto and stored elsewhere.

* See [How to Restore Archived Content](#) for information on restoring an archived video.