

**Reference Number:** FOI202425/055  
**From:** Other  
**Date:** 30 April 2024  
**Subject:** Recording of Microsoft Teams Meetings

Please can I ask a couple of questions regarding recording of divisional/ board meetings held on teams:

Q1 How long do your departments keep the recordings after the meeting minutes have been agreed?

A1 [In line with the expiry date on Microsoft Teams.](#)

Q2 Do your teams use the recording as a record of minutes rather than writing these up?

A2 [No - formal minutes are written up for all board/divisional meetings.](#)

Q3 If you are using the recording as the meeting minutes, how long are these kept for and are these held on teams or are they downloaded onto a shared file?

A3 [Not applicable – as per A2 above](#)