



## Live Videos on Facebook

**Purpose: Provide guidance to state government agencies on the retention requirements for live video content on Facebook.**

Hawai'i State Government agencies recognize the value of social media and leverage its capabilities to increase, enhance, and supplement communication efforts to inform the public of important and time sensitive information in their efforts to provide better service. Government communications linking government and the people are generally called public relations records.

The retention schedules for public relations records are:

1.13 Public Relations Files		
a. Speeches, addresses, and comments.  Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies.	Issuing Agency	Retention: Permanent.  Disposition: Contact State Archives when 10 years old or upon closure of program.
b. News releases.  One copy of each prepared statement or announcement issued for distribution to the news media. News releases announce events such as the adoption of new agency programs, termination of old programs, major shifts in policy, and changes in senior agency personnel.	Issuing Agency	Retention: Permanent.  Disposition: Contact State Archives when 10 years old or upon closure of program.
c. Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio, or audiovisual agency histories.	Operating Department	Retention: Permanent.  Disposition: Contact State Archives for historical appraisal. Transfer to State Archives if appraised as historical, otherwise destroy when not administratively useful.

Facebook announced that beginning February 19, 2025, live videos will be kept on your Facebook Page or profile for 30 days after they're published, during which you can share replays or clips as reels, delete, or download the videos. After 30 days, you'll no longer be able to access your video, and it'll be automatically removed from your Page or profile and deleted from Meta servers.

You'll be notified via email and on Facebook when this change takes effect on your account. Any live videos that were already published over 30 days from this notification will be deleted. Once you're notified, you'll have 90 days to download your live videos or transfer them to cloud storage. If you need more time, you can postpone the deletion for 6 months. **Note:** You'll only be able to postpone the deletion of your live videos once. After 6 months, your past live videos will be deleted.

Facebook's policy of automatically deleting live videos after 30 days violates the recordkeeping requirement for public relations records.

Social media posts meant for public consumption are considered permanent records under the General Retention Schedule. As such, they must remain accessible for public access and produced upon request. Please be mindful of this and download all live videos and any other content before they are deleted by third-party service providers.

If you require assistance with your social media records, please email [archives@hawaii.gov](mailto:archives@hawaii.gov).