

How to Define Archived Message Retention Policies Based on Saved Searches

<https://campus.barracuda.com/doc/2490446/>

This article refers to the Barracuda Message Archiver firmware version 5.0 or higher.

Saved Search Retention Policies

You can define a retention policy based on a Saved Search to automatically delete archived messages from the Barracuda Message Archiver. Note that before you can create a Saved Search retention policy, you must create at least one Saved Search in the **Basic > Search > Advanced Search** page.

Important

Litigation holds overwrite Saved Search and Global Retention Policies; a litigation hold may be for a defined period of time or indefinite.

Messages that match the specified Saved Search are permanently removed from the Barracuda Message Archiver when the age of the message exceeds the specified Saved Search policy length.

If you define multiple Saved Search retention policies, if the age of any message exceeds the maximum age allowed by all Saved Search retention policies that apply to the message, that message is permanently deleted from the Barracuda Message Archiver.

Because a Saved Search retention policy overrides the Global retention policy, Saved Search retention policies are useful when you want to create exceptions to a global retention policy.

Automating Message Purging

To run Saved Search retention policies against archived messages, go to the **Policy > Retention** page, and turn on **Allow automatic message deletion**. Once enabled, the Saved Search policies are run against archived messages weekly on Friday night.

Setting Up a Saved Search Retention Policy

1. Log into the Barracuda Message Archiver, go to the **Basic > Search** page, and in the **Standard** tab, click **Advanced**.
2. Enter the search criteria, and click **Save Search**.
3. Enter the **Search Name**, and click **OK**.
4. Go to the **Policy > Retention** page, and verify that **Allow automatic message deletion** is set to **Yes**.
5. Click **Add Retention Policy** to open the **Add Retention Policy** dialog box. The **Cloud Mode** field displays the archived message cloud storage mode as defined on the **ADVANCED > Cloud Storage** page:
 - **Off** – Messages are not copied to cloud storage.
 - **Mirror** – All messages are copied to the cloud.
6. From the **Saved Search** drop-down menu, select the name of the saved search on which to base this retention policy.
7. In the **Keep on box** section, specify whether to retain archived messages forever, or for a specified number of days:
 - **Forever** – Messages meeting the Saved Search criteria on this Barracuda Message Archiver are retained forever.
 - **For** – Enter the number of days to retain archived messages that match the selected Saved Search criteria.
8. Click **Submit** to save the Saved Search retention policy.

Important

If a message matches more than one Saved Search-based policy, then the message is kept according to the *longest* policy length. If it matches a Saved Search-based policy as well as the global policy, then the Saved Search policy takes precedence.

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