

## Saved Searches and Litigation Holds - Auditor

<https://campus.barracuda.com/doc/2490480/>

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

Litigation holds are available on the Barracuda Message Archiver model 350 and higher only.

### Saved Searches

Once you have designed a search from the **Advanced Search** page that locates the desired messages, you can save and name the search for re-execution at a later time. A list of all such Saved Searches and their definitions are available on the **POLICY > Alerts** page and each one can be performed from that page as well as the **Advanced Search** page.

Any changes to a Saved Search must be done from the Advanced Search page by running the Search in question, making the desired changes, and saving the new criteria. Use a new name to create a new Saved Search, or use the existing name to overwrite the previous set of search criteria.

To receive an alert via email when a message that fits the parameters of a Saved Search is received by the Barracuda Message Archiver, Policy Alerts are required.

### Litigation Holds

You can create Litigation Holds to prevent messages that meet the criteria for a specific Saved Search from being removed from the Barracuda Message Archiver.

The system administrator must first **Enable Litigation Holds** on the **POLICY > Retention** page before an auditor can create Litigation Holds from the **Saved Searches** tab on the **BASIC > Search** page.

#### To add a Litigation Hold,

1. Log into the Barracuda Message Archiver as an auditor, go to the **BASIC > Search** page, and click the **Standard** tab.
2. Click **Advanced**, enter your search criteria, and click **Search**.

3. When the search results return, click **Save Search**, enter the **Search Name**, and click **OK**.
4. Click the **Saved Searches** tab, and in the **Actions** column for the selected Saved Search, click **Apply Litigation Hold**.
5. In the **Apply Litigation Hold** dialog, specify the **Hold End Date** as either:
  - **Indefinite** - Content that matches the Saved Search is retained until the Litigation Hold is cancelled
  - **Specific Date** - Enter the expiration date

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