

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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