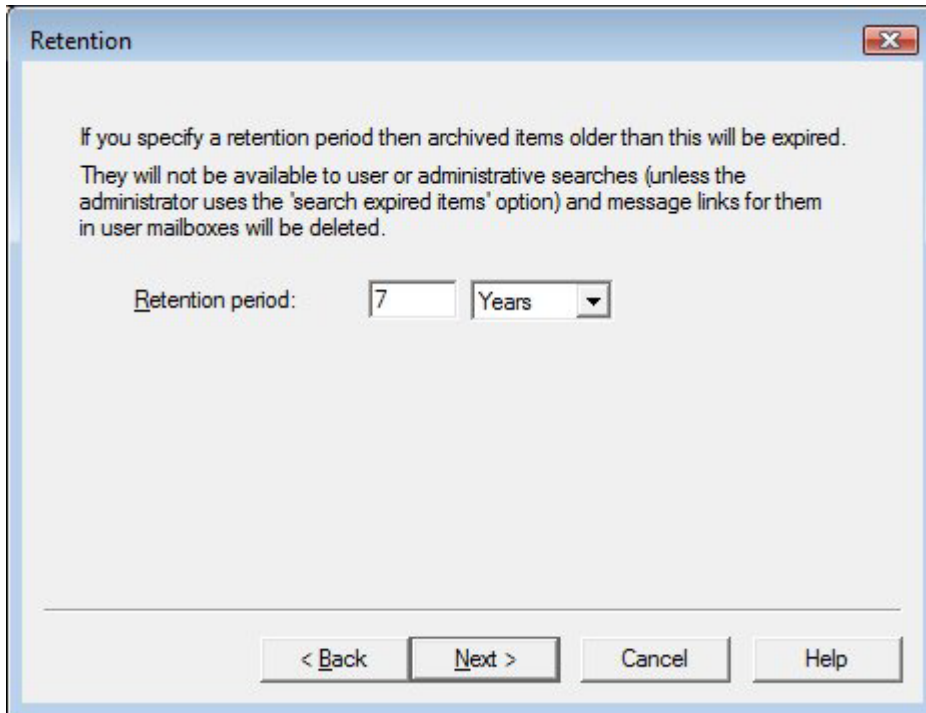


Retention Page

<https://campus.barracuda.com/doc/43222949/>

Use the **Retention** page to configure the default retention period for messages in the repository:



The screenshot shows a window titled "Retention" with a close button in the top right corner. Inside the window, there is a text block explaining the retention period: "If you specify a retention period then archived items older than this will be expired. They will not be available to user or administrative searches (unless the administrator uses the 'search expired items' option) and message links for them in user mailboxes will be deleted." Below this text, there is a label "Retention period:" followed by a text input field containing the number "7" and a dropdown menu currently set to "Years". At the bottom of the window, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

If the period is not **indefinite**, then once a message was created more than this period ago, it is no longer found in a search by users, message links report that the message has expired, and the next time an archive policy runs on the mailbox the message link is deleted. A standard administrative search does not find the item unless the search status is set to **search expired items**. An administrator can update the retention period for a group of mails. For more information, see [Archive Updates](#).

Figures

1. retention.png

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