

Understanding Retention Policies

<https://campus.barracuda.com/doc/51189895/>

Use retention policies to define the length of time you retain historic data based on daily, weekly, monthly, or yearly time intervals. Create retention policies for different sets of data.

Retention Policy

You can create one policy for all data sources or create multiple policies for each data source. Use the **Backup > Retention Policy** page to define content retention rules:

- **Policy Name** – Enter a name to identify the policy
- **Items to Retain** – Displays all configured data sources. Select all of the items you want to include in the retention policy.
Items with no retention policy are retained forever.
- **Retention Timeline** – Define how historic data is retained.
 - **Timeline Templates** – Select from the pre-defined templates which you can modify, or create your own custom timeline. The **Revisions Timeline** and **Retention Calendar** display the timeline based on the selected template.
 - **Revisions timeline** – Define how long to keep daily, weekly, monthly, and yearly backups.
 - **Keep all revisions for** – Specify the number of **day(s)** to keep all content revisions, or select **never** or **forever**.
This features allows you to keep revisions when you have multiple backups per day. For example, you back up your SQL Server hourly for 5 days giving you 120 revisions.
 - **Keep daily revisions for** – Specify how long to keep daily revisions. Specify a number of **day(s)**, **never**, or **forever**.
 - **Keep weekly revisions for** – Specify how long to keep weekly revisions. Specify a number of **week(s)**, **never**, or **forever**. Turn on **offsite only** to use Barracuda Offsite Vaulting.
 - **Keep monthly revisions for** – Specify how long to keep monthly revisions. Specify a number of **month(s)**, **never**, or **forever**. Turn on **offsite only** to use Barracuda Offsite Vaulting.
 - **Keep yearly revisions for** – Specify how long to keep yearly revisions. Specify a number of **years(s)**, **never**, or **forever**. Turn on **offsite only** to use Barracuda Offsite Vaulting.
 - **Retention Calendar** – Display the timeline based on the values in the **Revisions Timeline**. Click **Show previous years** to view prior year retention timelines.

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