How to Define Archived Message Retention Policies Based on Saved Searches

https://campus.barracuda.com/doc/75694395/

Define Saved Search Retention Policies

You can define a retention policy based on a Saved Search to automatically delete archived messages from the Barracuda Cloud Archiving Service. 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 Cloud Archiving Service 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 Cloud Archiving Service.

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.

Automate 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.

Set Up Saved Search Retention Policy

1. Log in to the Barracuda Cloud Archiving Service, 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.
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 Cloud Archiving Service 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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