

How to Configure Retention Policies

<https://campus.barracuda.com/doc/78154054/>

Important

Before defining data retention policies, make sure you have a clear understanding of data and email message compliance rules as well as your organization's record retention policies.

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

Important

Purging applies to *historic file revisions only*; your current data is never impacted by a retention policy.

Configure retention policies for data stored in Barracuda Cloud-to-Cloud Backup on the **Backup > Retention Policies** page. Be sure to configure retention policies for your data. Not doing so means that some unwanted data will be moved across the Internet and stored.

Historic data is retained according to the retention policy timeline. Data backed up using Barracuda Cloud treats Sunday as the end of week in accordance with the ISO date standard. Revision data is retained based on the date the file is removed. For example, if a file was backed up on *January 1* and the retention policy is configured to hold onto data for *7 daily revisions*, if the file is modified or removed at any point, the revision is held onto for 7 additional days after this action.

To retain weekly, monthly, and yearly revisions, Barracuda Cloud-to-Cloud Backup ages forward files that are not created specifically at the end of the week, month, or year to be recoverable as part of these revisions.

Create a Retention Policy

When you define a retention policy, begin by selecting either a preset template or a previously defined policy as a starting point. This helps you avoid creating multiple retention policies for the same sets of data. You can create one policy for all of the data sources in Barracuda Cloud-to-Cloud Backup, or create different policies that include subsets of the data. Use the **Backup > Retention Policies** page to define content retention rules:

1. Go to the Backup Retention Policies page, and enter a name to identify the policy in the **Policy name** field.

2. The **Items to retain** section displays all data sources. Select all of the items you want to include in the retention policy, or click **Apply to all data sources for this Barracuda Cloud to Cloud Backup** to apply the retention policy to all data sources.
3. In the **Retention timeline** section, define how historic data is retained. From the **Timeline templates** drop-down menu, 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:
4. Define how long to keep daily, weekly, monthly, and yearly backups in the **Revisions timeline** section:
 1. **Keep all revisions for** – Specify the number of **day(s)** to keep all content revisions, or select **never** or **forever**.

This feature allows you to keep revisions when you have multiple backups per day.
 2. **Keep daily revisions for** – Specify how long to keep daily revisions. Specify a number of **day(s)**, **never**, or **forever**.
 3. **Keep weekly revisions for** – Specify how long to keep weekly revisions. Specify a number of **week(s)**, **never**, or **forever**.
 4. **Keep monthly revisions for** – Specify how long to keep monthly revisions. Specify a number of **month(s)**, **never**, or **forever**.
 5. **Keep yearly revisions for** – Specify how long to keep yearly revisions. Specify a number of **years(s)**, **never**, or **forever**.
5. The **Retention Calendar** displays the timeline based on the values in the **Revisions timeline**. Click **Show previous years** to view prior year retention timelines.

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