



# Create a Retention Policy

Like backup schedules, you can create a single retention policy for all data sources or create multiple retention policies for groups of similar data or a policy for each data source. To create a retention policy:

1. Log in to Barracuda Backup and select the associated Barracuda Backup device in the left pane or in the devices table (for customers with multiple Barracuda Backup devices).
2. Go to the **Backup > Retention Policies** page, and click **Add a Retention Policy** to create a new backup retention policy.

A default retention policy is automatically created when data sources are first added to Barracuda Backup. You can edit or remove this default retention policy by clicking on the **Edit** or **Remove** links on the **Retention Policies** page.

3. Complete the following information on the **Add a Retention Policy** page:
  - **Policy name**
  - **Items to Retain**
  - **Retention Timeline**
  - **Email Messages Timeline** (If Exchange Message-Level backup is configured)
4. Once the retention policy is configured, click **Save**.

