

Retention Labels in OneDrive and SharePoint

Retention labels can be used in OneDrive and SharePoint (including Teams) to ensure that content is only stored for as long as necessary for university business. After a certain amount of time (determined by the label), files and folders that have been tagged are automatically deleted.

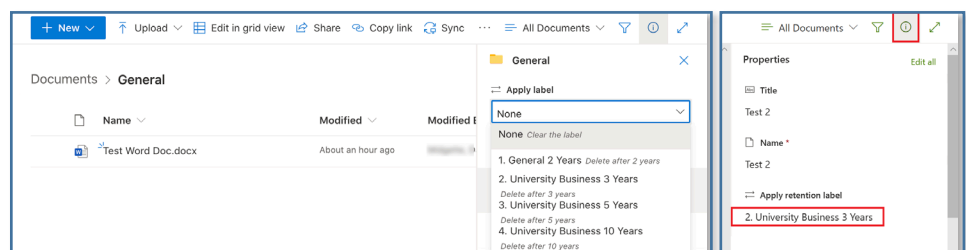
Available labels

- *General 2 Years*
Content is automatically deleted two years after the label is applied.
- *University Business 3 Years*
Content is automatically deleted three years after the label is applied.
- *University Business 5 Years*
Content is automatically deleted five years after the label is applied.
- *University Business 10 Years*
Content is automatically deleted ten years after the label is applied.

Adding retention labels

A retention label can be applied to a file or folder from the web interface of OneDrive or SharePoint.

1. Select a file or folder, and in the details pane, look for **Apply label**. (If you don't see the details pane, hit the button in the top right that looks like a lower-case i inside a circle.)

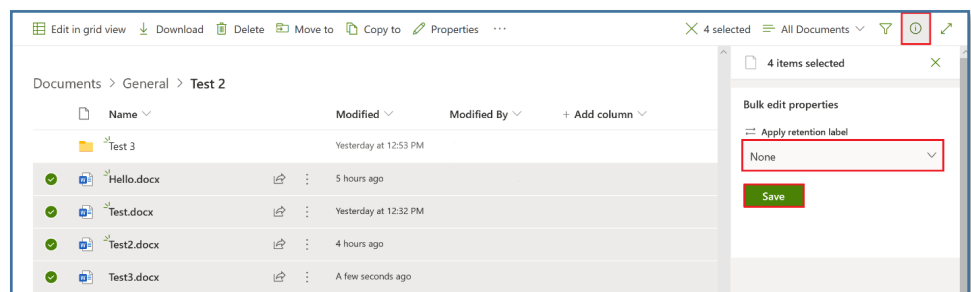


Label behavior

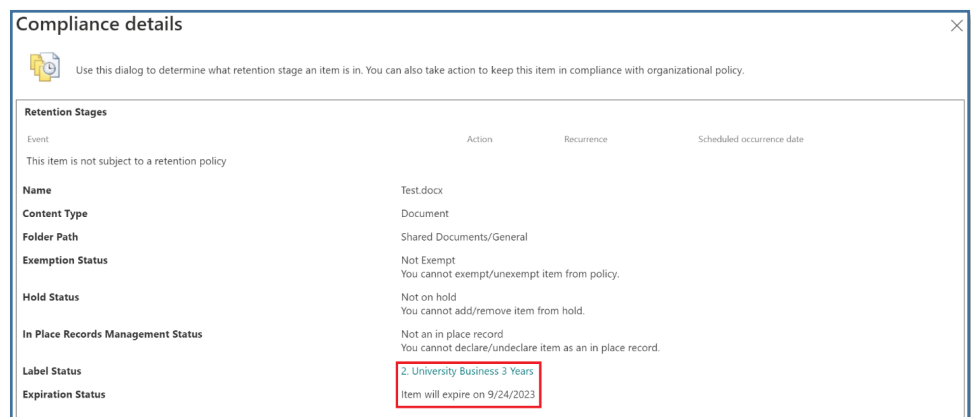
- In general, you should apply labels at the folder level, placing files within these folders.
- Unlabeled files and subfolders placed in a labeled folder inherit the label of the parent folder.
- Labeled files and subfolders placed in a labeled folder retain their original label, not the label of the parent folder.
- Labels do not prevent content from being manually deleted.

Working with retention labels

- **Update retention labels manually if you move a file:** Unlike retention tags in ODU email, items in OneDrive and SharePoint will retain the label they inherit from their parent folder *even if they are moved elsewhere*. If you create a new document inside a folder that has the **1. General 2 Years** label and later decide to move the file to a folder with a longer retention period, you need to update the label on the item *manually* after moving it.
- **Set retention labels on items in a shared library:** Retention label information for shared libraries can only be viewed or modified by going to the SharePoint site of the Shared Library. You can find a **Go to site ->** link in the top right when viewing these libraries.
- **Update labels on multiple files:** If you update the label for a folder, *only new or unlabeled items placed into the folder will inherit the new label*. Any items already in the folder will need to be updated manually. You can select multiple documents and change their labels all at once.



- **Check a file's expiration date:** To see when an item will be deleted by retention, right-click on the file and select **More -> Compliance Details**. You can see the file's Label Status (the label that has been assigned to the file) and its Expiration Status (the date that the item is scheduled to be deleted).



- **View retention labels in column view:** To help track retention, you can add the Retention Label and Retention Label Applied columns to your view. In SharePoint, click on **All Documents -> Edit Current View** and check the boxes next to the columns you would like to add. Then scroll down and hit **OK**.