

ensure that content is only stored for as long as necessary for university business. For a certain amount of time (determined by the label) files and folders

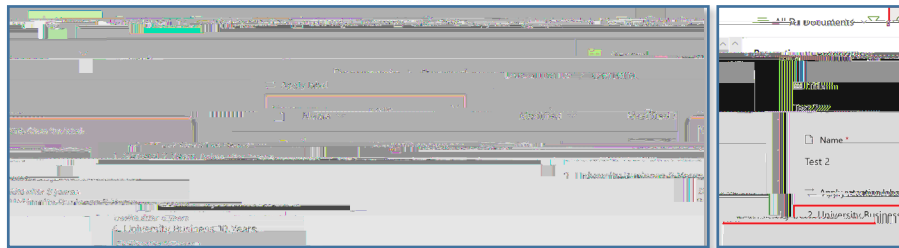
### Available labels

- **General 2 Years**  
Content is automatically deleted ten 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 in OneDrive or SharePoint.

1. Select a file or folder, and in the detail pane, click **Apply label**. (If you don't see the detail pane, hit the button in the top right that looks like a camera icon in the sidebar.)



### Label behavior

In general, when you apply a label to a file or folder, it replaces the existing label.

Unlabeled files and folders placed in a labeled folder inherit the folder's label.

Labeled files and folders placed in a labeled folder retain their own label, not the label of the folder.

Labels do not prevent content from being manually deleted.



Retention Labels  
in OneDrive