

Retention Labelling.

We have recently published a set of Retention labels that are able to apply to files within SharePoint, OneDrive and Outlook. These Labels are based off the timeframes provided in General Disposal Authority's relevant for for Institutes of Technology and Polytechnics which can be found below:

[GDA6 – Common Corporate Records](#)

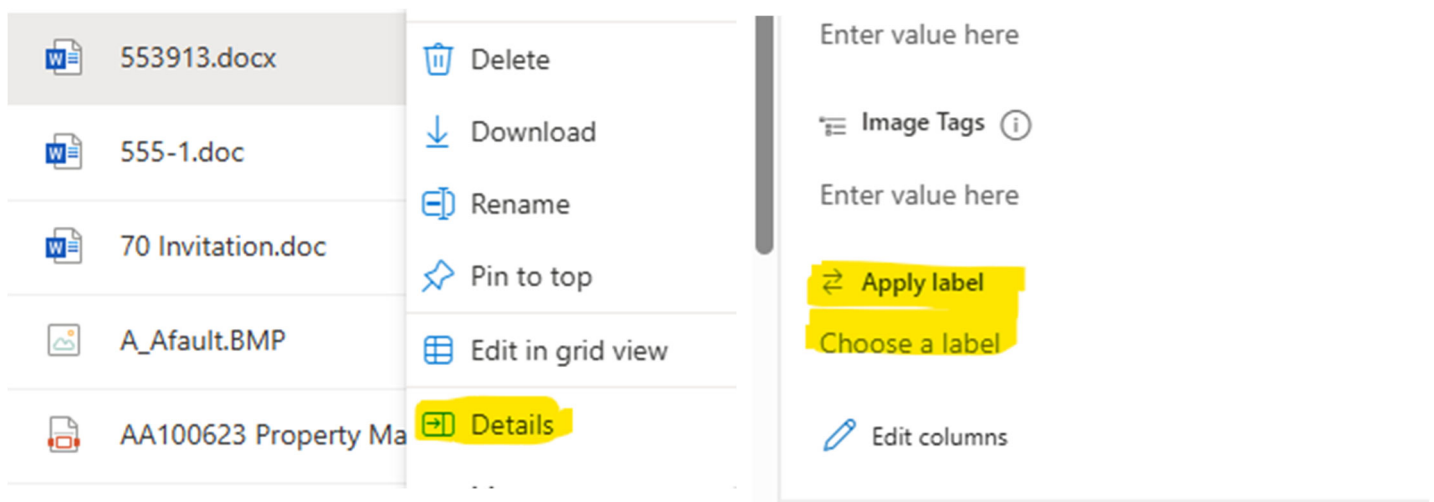
[ITPNZ GDA](#)

Items will auto delete based off the period selected. Items marked to retain as public records are set to review by Records Manager after retention period specified. The Disposal period begins from the date the label is applied.

- 1 Year Dispose - Auto Delete
- 2 Year Dispose - Auto Delete
- 3 Year Dispose - Auto Delete
- 7 Year Dispose - Auto Delete
- 10 Year Dispose - Auto Delete
- 10 Years – Retain as Public Record – Review
- Permanent Retention – Retain as Public Record – Review

Note that applying a retention label to a folder or library will apply the label to all documents within that folder so take caution when applying these in bulk.

You can select the labels through the details option on SharePoint and OneDrive



In Outlook Out can select through Right click and select Assign Policy

