







# MANAGE RETENTIONS

RECORDS RETENTION AND PURGING IS DEFINED BASED ON YOUR RECORD GUIDELINES.

Retention Name	Period	Quantity	Delete
1-Month	Month	1	
1-Never	Year	0	
10-Year	Year	10	
3-Year	Year	3	
30-Days	Day	30	
Never	Year	999	

25 ▾

## ADD RETENTION

1. From the menu on the left side, go to Admin > Fileroom > Retention Settings.
2. Click the Add Retention button.

Retention ✕

\* Retention Name

\* Quantity

\* Retention Period Year

Save
Clear

3. Enter the Retention Name.
4. Select the Retention Period.
5. Enter the Quantity.
6. Click Save.

## ASSIGN RETENTION TO A DOC TYPE

1. From below the admin menu, click the Doc Types
2. Click the document type you want to open under the Doc Type column.
3. In the pup-up window, uncheck Retention Disabled, then select the retention you want to assign to the Doc Type using the Retention field.

The screenshot shows the 'Doc Type' configuration window for 'Employee Contract'. The 'Retention' dropdown menu is open, showing options: 1-Month, 1-Never, 10-Year, 3-Year, 30-Days, and Never. The 'Retention Disabled' checkbox is checked and highlighted with a red box. The table below the form has the following data:

* Field Name	Required	Visible	Size	Unique	Field Type	Mask	Tool Tip	Delete
Contract Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>	25	<input type="checkbox"/>	Text			

4. Click Save when finished.

## RETENTION CHECK

This page shows only existing documents that have reached their retention period.

1. From the menu on the left side, go to Admin > Fileroom > Retention Check.
2. All documents listed have reached their retention period. You can use the search fields to filter the document list if needed.
3. From the Fx menu, you have the option to Delete or Export documents that have reached their retention period.