

# Manage Retentions

Records retention and purging is defined based on your record guidelines.

Retention Name ⓘ

Search Retentions

Search 🔍

Clear 🔄

Add Retention ➕

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	
6-Months	Month	6	
Never	Year	999	

## 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

\* Retention Period

\* Quantity

Year  
Year  
Month  
Day

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.

Doc Type

\* Doc Type ⓘ Contract

Workflow ⓘ <--- Select --->

Variable Name ⓘ

Template/Proximity ⓘ <-- Select Template -->

Retention ⓘ <--- Select --->

Bridge ⓘ <--- Select --->

Recurring Workflow ⓘ <--- Select --->

Start Date ⓘ <- Select ->

OCR Handling ⓘ <--- Select --->

1-Month  
1-Never  
10-Year  
3-Year  
30-Days  
6-Months  
Never

Retention Disabled ⓘ

Do Not Version ⓘ

Hold ⓘ

Last User ⓘ

Date Added ⓘ 08/12/2020

Date Edited ⓘ 01/05/2021

Add Doc Type ⓘ

\* Field Name ⓘ Retention Example

Visible

Size

Unique

Field Type

Mask

Tool Tip

Actions

Save

Clear

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.