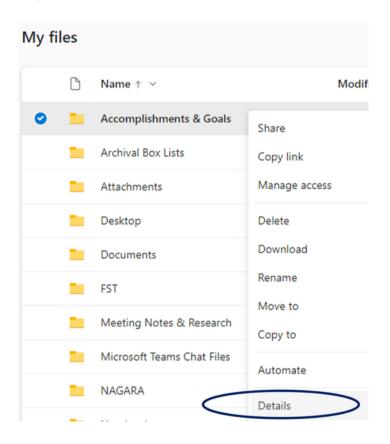
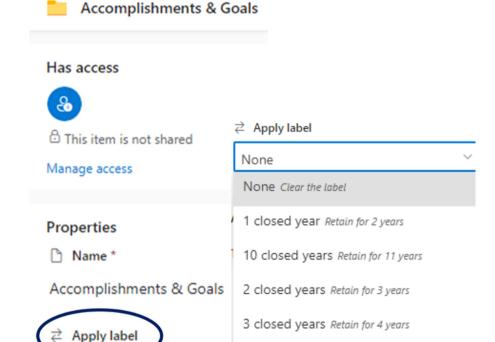
ASSIGNING LABELS IN ONEDRIVE

Right-click Method - Folders & Documents





5 closed years Retain for 6 years

6 month retention Delete after 6 months

60 day retention Retain for 2 months

Permanent - Historical Retain forever

Reference Value Retain forever

- · Click My Files.
- · Select/highlight the folder or document.
- Right-click and select Details.
- Click Choose a label (located under Properties/Apply label).
- · Select retention time period from the list.



records@virginia.edu



recordsmanagement.virginia.edu

NOTE: For some document types, scrolling may be necessary to locate Apply label.

Choose a label