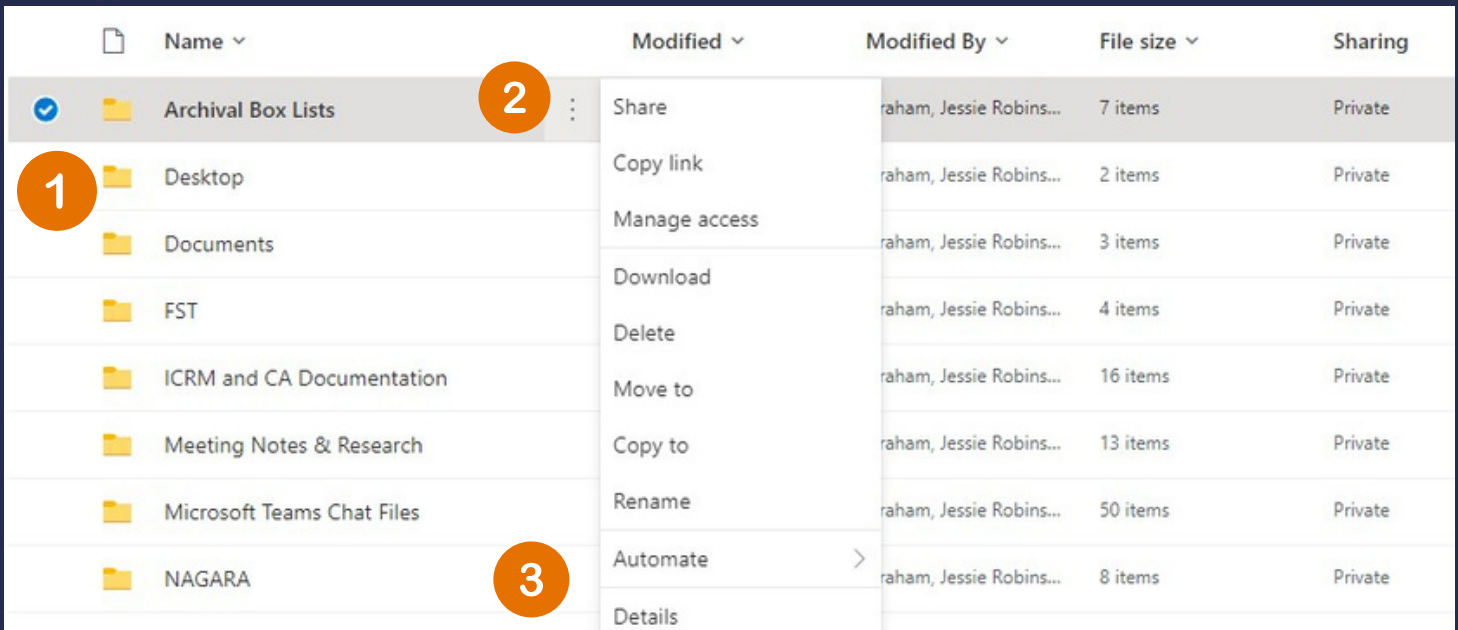


RECORDS RETENTION IN MICROSOFT 365 - ONEDRIVE

1. Select File/Document

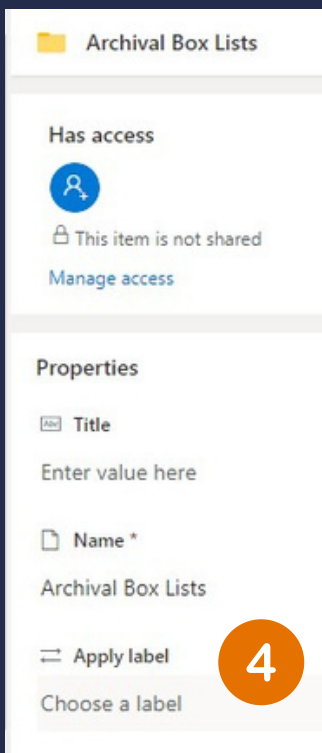
2. Click Ellipses

3. Select Details



4. Click Choose a Label

5. Select Retention



TIPS AND TRICKS

Use the Reference Value policy to retain documents you need indefinitely.

Teams meeting recordings are automatically stored in OneDrive at: My Files --> Recordings. They are auto-deleted after 180 days. Reassign or move recordings if required to retain longer.

