

# RECORDS RETENTION IN OFFICE 365 - OUTLOOK

## ASSIGNING THE CORRECT RETENTION POLICY

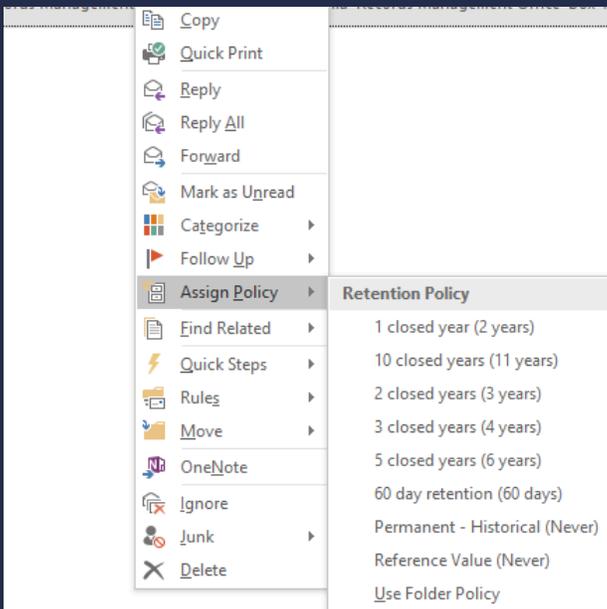
### Type of email

Routine Correspondence  
Direct Correspondence (most employees)  
State/Local Fund Financial  
Academic Advising (undergraduate)  
Sponsored Programs  
Historical Reports/Records

### Assigned policy

60 days  
2 closed years  
3 closed years  
5 closed years  
10 closed years  
Permanent

## ASSIGNING THE POLICY



Right click message or folder  
Select Assign Policy  
Choose retention length

## TIPS AND TRICKS

Use the Reference Value policy to retain emails you need indefinitely. Reassign the emails to other policies as needed.

Click Assign Policy and select View Items Expiring Soon to see items in the deletion queue.

Use Retention Schedule Database to determine retention lengths for records not listed here

<http://recordsmanagement.virginia.edu/retention-schedules>

