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Data Lifecycle Management (DLM) protects important data during its retention period It can also erase old data

Records Management extends DLM to prevent records updates or deletion

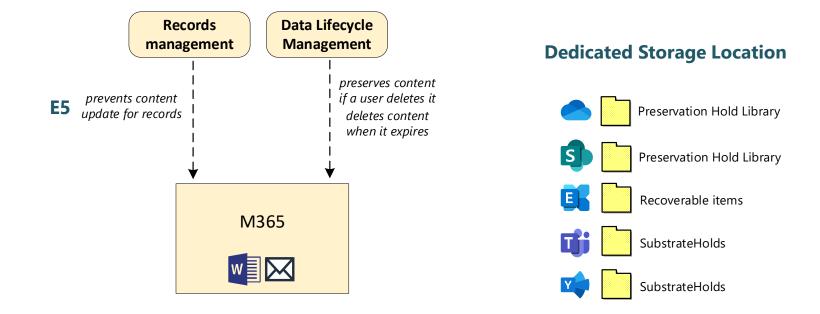


Rules Application

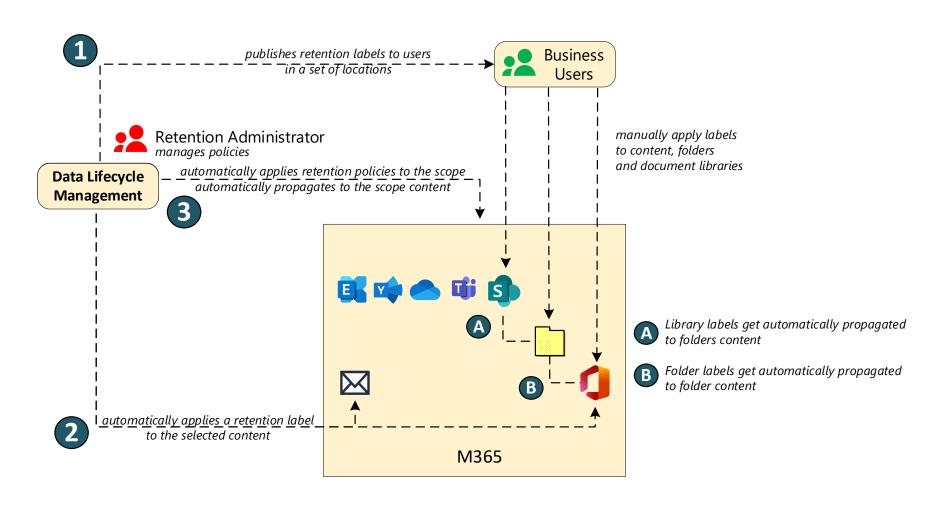


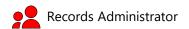
The phases can be mixed or managed independently.

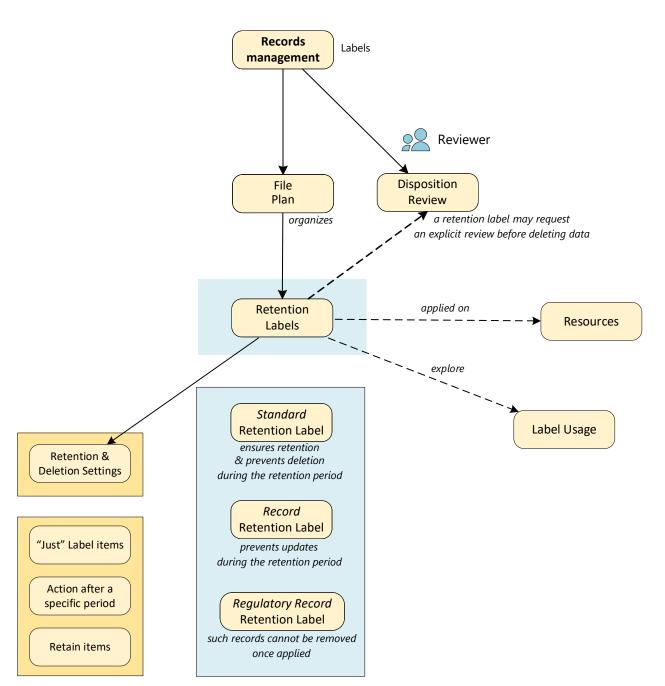
Examples: you may retain files at least for 3 years, then let the users delete then whenever they want You may let users decide to keep or delete files during 3 years, but issue an automatic purge when this period ends.

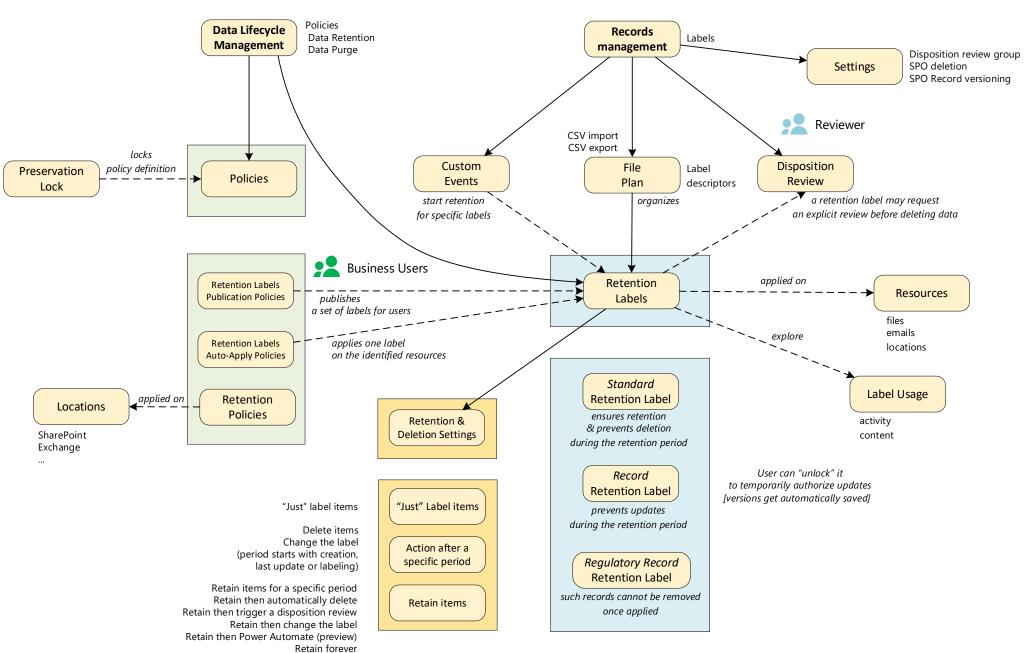


Policies



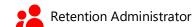


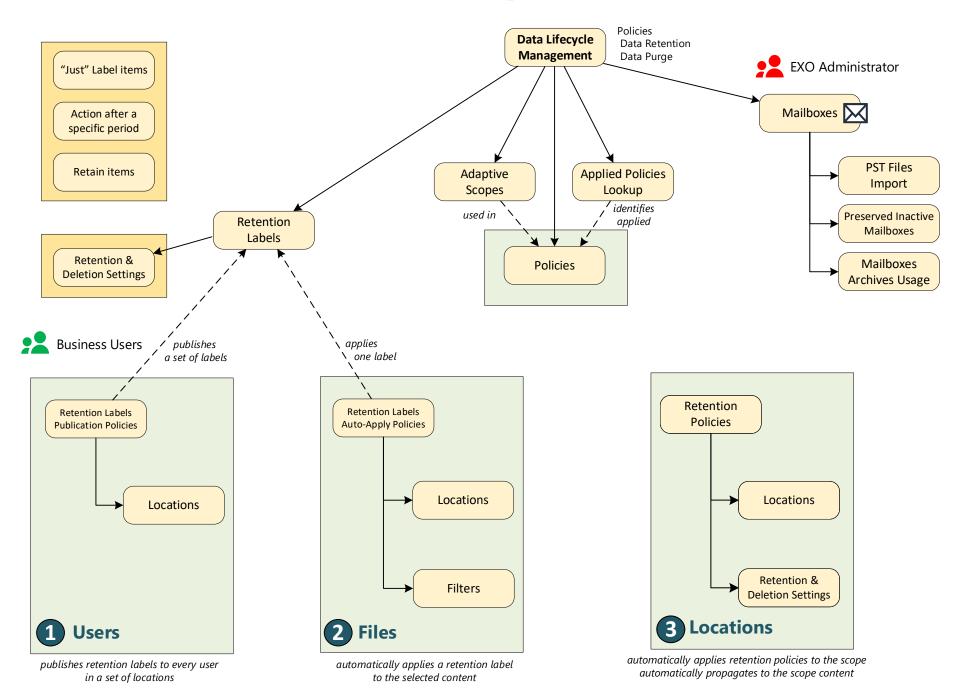


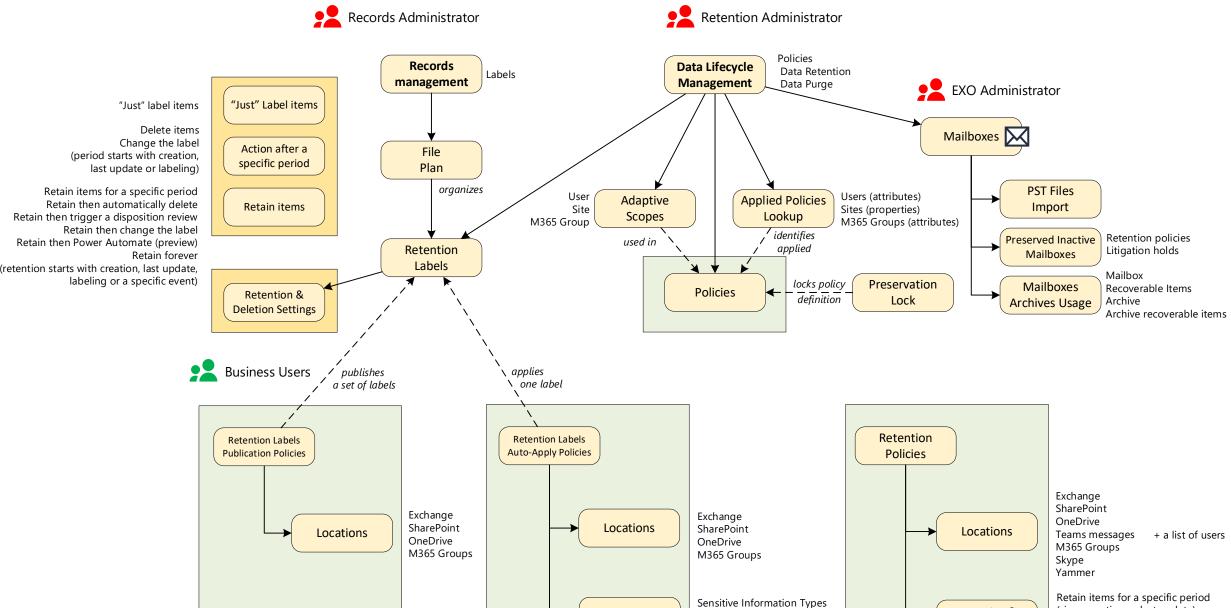


(retention starts with creation, last update,

labeling or a specific event)







Keywords

Trainable Classifiers

publishes retention labels to every user in a set of locations

Users

automatically applies a retention label to the selected content

Files

Filters

automatically applies retention policies to the scope automatically propagates to the scope content

3 Locations

Retention &

Deletion Settings

(since creation or last update)

(since creation or last update)

Retain forever

Retain then automatically delete

Delete items after a specific period





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