

Data Retention Behavior

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Data Retention Behavior

Each data collection has a data policy that specifies, among other things, how long data items should be retained in the system. When the item's "time to live" expires, PHEMI Central deletes the item from the data store. The data retention behavior, which is set in system configuration, specifies when PHEMI Central checks the data store to see what data, if any, is expired and should be deleted from the data store.

You can configure PHEMI Central to check on a schedule, or you can manually initiate checking.

View the Data Retention Schedule

View the schedule for data retention behavior on the **Data Retention** screen of the **System Configuration** page.


To see the configured data retention schedule:

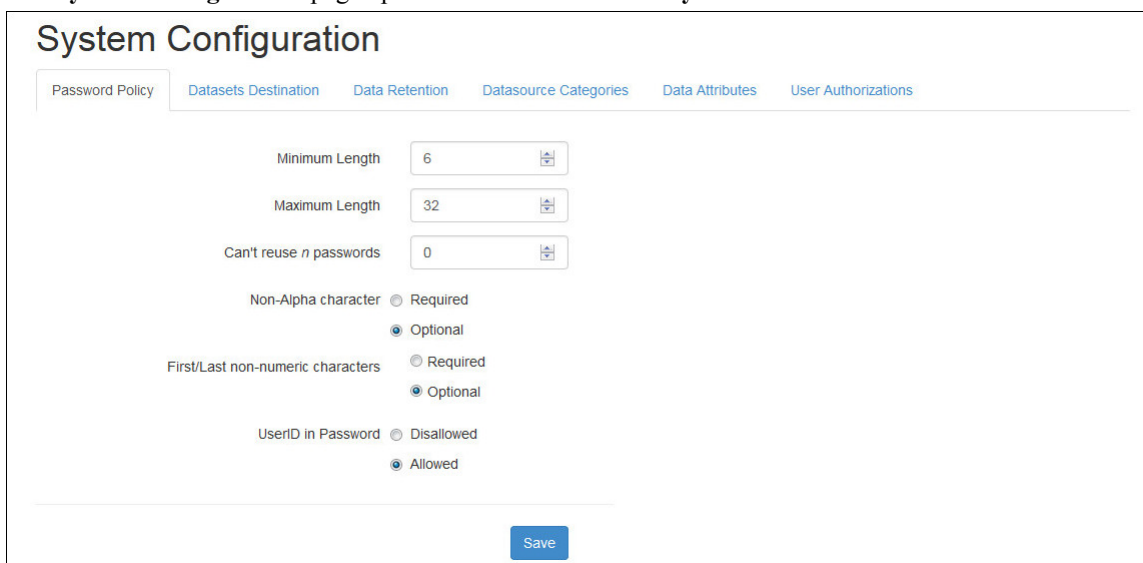
1. Open the **System Configuration** page, by clicking the **System Configuration** icon in the left navigation bar.
The **System Configuration** page opens on the **Password Policy** screen.
2. Click the **Data Retention** tab.
The **Data Retention** page opens, showing the schedule for automatic checking.

Set the Data Retention Schedule

Set the schedule for data retention on the **Data Retention** screen of the **System Configuration** page.

To set how often the system checks for expired data:

1. Open the **System Configuration** page, by clicking the **System Configuration** icon in the left navigation bar. 
The **System Configuration** page opens on the **Password Policy** screen.



System Configuration

[Password Policy](#)
[Datasets Destination](#)
[Data Retention](#)
[Datasource Categories](#)
[Data Attributes](#)
[User Authorizations](#)

Minimum Length:

Maximum Length:

Can't reuse *n* passwords:

Non-Alphabet character: ☐ Required ☒ Optional

First/Last non-numeric characters: ☐ Required ☒ Optional

UserID in Password: ☐ Disallowed ☒ Allowed

Save

2. Click the **Data Retention** tab.
The **Data Retention** page opens.

System Configuration

Password Policy
Datasets Destination
Data Retention
Datasource Categories
Data Attributes
User Authorizations

These settings determine how often the system will check data retention policies.

Frequency

hourly
▼

Save

Manually enforce data retention cleanup for one or more data sources.

Data Sources

Cardiology Procedures
 Echocardiograms
 test_cardiology
 test_simple_ingest


Enforce Retention Now

3. In the **Frequency** field, choose between **hourly**, **daily**, or **weekly**, or specify the number of minutes between checks.
4. Click **Save** to save the changes.

Manually Check Data Retention

Trigger data retention checking at any time on the **Data Retention** screen of the **System Configuration** page.

To manually initiate checking for expired data:

1. Open the **System Configuration** page, by clicking the **System Configuration** icon in the left navigation bar.  The **System Configuration** page opens on the **Password Policy** screen.

System Configuration

Password Policy
Datasets Destination
Data Retention
Datasource Categories
Data Attributes
User Authorizations

Minimum Length

6
▼

Maximum Length

32
▼

Can't reuse *n* passwords

0
▼

Non-Alpha character

☐ Required
☒ Optional

First/Last non-numeric characters

☐ Required
☒ Optional

UserID in Password

☐ Disallowed
☒ Allowed

Save

2. Click the **Data Retention** tab.

The **Data Retention** page opens.

The screenshot shows the 'System Configuration' page with the 'Data Retention' tab selected. The page has a header with navigation links: Password Policy, Datasets Destination, Data Retention (active), Datasource Categories, Data Attributes, and User Authorizations. Below the header, there is a section titled 'These settings determine how often the system will check data retention policies.' with a 'Frequency' dropdown set to 'hourly' and a 'Save' button. Below this, there is a section titled 'Manually enforce data retention cleanup for one or more data sources.' with a 'Data Sources' list containing 'Cardiology Procedures', 'Echocardiograms', 'test_cardiology', and 'test_simple_ingest'. An 'Enforce Retention Now' button is located below the list.

System Configuration

[Password Policy](#) [Datasets Destination](#) [Data Retention](#) [Datasource Categories](#) [Data Attributes](#) [User Authorizations](#)

These settings determine how often the system will check data retention policies.

Frequency:

[Save](#)

Manually enforce data retention cleanup for one or more data sources.

Data Sources:

[Enforce Retention Now](#)

3. In the **Data Collections** field, select all the data collections you want to check.

4. Click **Enforce Retention Now**.

[Content-Reference to:../_Variables/PHEMI_Central/con_Product-Vars.xml#product-name](#) checks the selected data collections for expired data.