

## **Data Retention Behavior**

# Contents

- Data Retention Behavior.....3**
  - View the Data Retention Schedule..... 3
  - Set the Data Retention Schedule.....3
  - Manually Check Data Retention..... 4

## Data Retention Behavior

Each data source 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 **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 behavior on 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.

The screenshot shows the 'System Configuration' page with the 'Password Policy' tab selected. The page has a header with the title 'System Configuration' and a navigation bar with tabs: 'Password Policy', 'Datasets Destination', 'Data Retention', 'Datasource Categories', 'Data Attributes', and 'User Authorizations'. The 'Password Policy' tab is active, showing several configuration fields: 'Minimum Length' (6), 'Maximum Length' (32), 'Can't reuse n passwords' (0), 'Non-Alpha character' (Optional), 'First/Last non-numeric characters' (Optional), and 'UserID in Password' (Allowed). A 'Save' button is at the bottom right.

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 **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

Maximum Length

Can't reuse *n* passwords

Non-Alpha character ☐ Required ☒ Optional

First/Last non-numeric characters ☐ Required ☒ Optional

UserID in Password ☐ Disallowed ☒ Allowed

[Save](#)

- 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

[Save](#)

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

Data Sources

[Enforce Retention Now](#)

- In the **Data Sources** field, select all the data sources you want to check.
- Click **Enforce Retention Now** to check the selected data sources for expired data.