

## Managing objects

[Managing system objects](#) / [Repositories](#) / Changing the retention period for a repository

### Changing the retention period for a repository

You can change the **Retention period** of an existing repository to increase or decrease the period of time it stores job and document data and history information.

To change the **Retention period** of a repository:

1. Click the **Administration** tab.
2. In the left pane, click **Objects**  $\Rightarrow$  **Repositories**.
3. Select the repository you want to change the **Retention period** for.
4. Click **Change Retention Period**.
5. Specify the period of time.
6. Select the unit of time.

 **Note:**

- If you shorten the **Retention period**, the system deletes all data that have been stored in the repository longer than the new retention period.

7. Click **OK**.

Parent topic: [Repositories](#)