New Microsoft 365 compliance center
Retention labels and policies

Retention Labels

≡

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Information governance

✂ Remove from navigation

Labels   Label policies   Retention policies   Adaptive scopes (preview)   ...

When published, retention labels appear in your users' apps, such as Outlook, SharePoint, and OneDrive. When a label is applied to email or docs (automatically or by the user), the content is retained based on the settings you chose. For example, you can create labels that retain content for a certain time or ones that simply delete content when it reaches a certain age. Learn more

＋ 🖥 ⬆ ⬇ ↻   0 items   🔍 Search   ☰ ∨   🔲

Name	Retention duration	Created by	Last modified

Labels   **Label policies**   Retention policies   Adaptive scopes (preview)   ...

Create retention label policies to either publish or auto-apply labels. When you publish labels to locations such as Outlook and SharePoint, users can manually apply the labels to retain their content. When you auto-apply labels, users will see the labels automatically applied to content that matches your conditions (such as content containing specific sensitive info).Learn more

🖥 Publish labels   🔀 Auto-apply a label   ↻ Refresh   0 items   🔍 Search

Information governance

Labels   Label policies   **Retention policies**   Adaptive scopes (preview)   ...

Email, documents, Skype and Teams conversations. Your users generate a lot of content every day. Take control of it by setting up retention policies to keep what you want and get rid of what you don't. Learn more about retention

+   ↓   ✉?   ↻   0 items   🔍 Search

Information governance

Labels   Label policies   Retention policies   **Adaptive scopes (preview)**   ...

These scopes consist of attributes or properties that define the users, groups, or sites in your org. When added to an adaptive retention policy, the policy will automatically update to match the criteria defined in the scope.

+ Create scope   0 items   ↻ Refresh   🔍 Search

Name	Type	Created by

Information governance

Labels   Label policies   Retention policies   Adaptive scopes (preview)   ...

When published, retention labels appear in your users' apps, such as Outlook, SharePoint, and OneDrive. When a label is applied to email or docs (automatically or by the user), the content is retained based on the settings you chose. For example, you can create labels that retain content for a certain time or ones that simply delete content when it reaches a certain age. Learn more

0 items   Search

Name	Retention duration	Created by	Last modified

Create retention label

Name your retention label

- **Name**
- Retention settings
- Finish

This is the name of the label your users will see in the apps where it's published (like Outlook, SharePoint, and OneDrive). So be sure to come up with a name that helps them understand what it's used for.

Name *

Data removal - after 3 years

Description for users

Data to be deleted after 3 years

Next

Cance

Create retention label

When items were last modif

When items were labeled

Employee activity (event type)

Expiration or termination of contracts and agreements (event type)

Product lifetime (event type)

Retain items for a specific period

Labeled items will be retained for the period you choose. During the retention period, Users will be able to edit items and change or remove the label. If they delete items, we'll keep copies in a secure location. Learn more

Retention period

of [3] years [0] months [0] days

[Custom ⌄]

Start the retention period based on

[When items were created ⌄]

╋ Create new event type

At the end of the retention period

⦿ Delete items automatically
We'll delete items from where they're currently stored.

[Back] [Next]

◯ **Trigger a disposition review**

◯ **Do nothing**
Items will be left in place. You'll have to manually delete them if you want them gone.

[Cancel]

Name ✓

Retention settings

Finish ◯

◯ **Retain items forever**

Labeled items will be retained forever, even if users delete them. Users will be able to edit items and change or remove the label. If they delete items, we'll keep copies in a secure location. Learn more

◯ **Only delete items when they reach a certain age**

Labeled items won't be retained, but when they reach the age you choose, we'll delete them from where they're stored.

◯ **Don't retain or delete items**

Labeled items won't be retained or deleted. Choose this setting if you only want to use this label to classify items.

● **Name**

● **Retention settings**

◯ **Finish**

Back   Next   Cancel

Data removal after 3 years

Edit

Description for admins

Data removal after 3 years

Edit

Retention settings

Retention period

3 years

Edit

Based on

Based on when it was created

Edit

Back   Create label

Create retention label

- ✅ Name
- ✅ Retention settings
- ✅ Finish

✅ **Your retention label is created**

Creating the label is just the first step in classifying and governing content. To make this label available to users in your organization, publish it in select locations or auto-apply it to specific content.

Next steps

- ⦿ **Publish this label to Microsoft 365 locations**
  You'll create a label policy to make this label available in locations like Exchange and OneDrive. When published, users can manually apply it to their content or set it as the default label for content containers (such as SharePoint document libraries or email folders).

- ◯ **Auto-apply this label to a specific type of content**
  You'll create an auto-labeling policy to apply the label to content matching certain conditions,

- ◯ **Do Nothing**
  You can publish or auto-apply it to content later.

Done

Publish labels so users can apply them to their content.

○ **Choose labels to publish**

○ Scope

○ Name your policy

○ Finish

Choose labels to publish

Choose the labels you want to publish to your organization's apps so users can apply them to their content. If you don't see the labels you want, you'll be able to create one from scratch.

Publish these labels (1 label(s))

Data removal after 3 years   3 years keep + delete

Edit

Next   Cance

Publish labels so users can apply them to their content.

✓ Choose labels to publish

● **Scope**

○ Name your policy

○ Finish

Choose the type of retention policy to create

A policy can be adaptive or static. Advantage of an adaptive policy will automatically update where it's applied based on attributes or properties you'll define. A static policy is applied to content in a fixed set of locations and must be manually updated if those locations change.

◉ **Adaptive (preview)**

After selecting adaptive policy scopes, which consist of attributes or properties (e.g. 'Department' or 'Site URL') that define the users, groups, or sites in your org, you'll choose supported locations containing the content you want to retain. The policy will automatically update to match the criteria defined in the scopes.

○ **Static**

You'll choose locations containing the content you want to retain. If locations change after this policy is created (for example if a SharePoint site is added or removed), you'll need to manually update the policy.

Back   **Next**   Cancel

Publish labels so users can apply them to their content.

- ✓ Choose labels to publish
- ● **Scope**
- ● **Adaptive scope**
- ○ Name your policy
- ○ Finish

Choose adaptive policy scopes and locations

We'll publish the labels to the locations you choose.

[+ **Add scopes**]   0 scopes

Add scopes to see them here

Choose locations to apply the policy

Based on the scopes you added, this policy can be applied to content in these locations.

Status	Location
⬤ Off	🗔 Exchange email

[Back] [**Next**]   Cancel

Publish labels so users can apply them t

Choose adaptiv

We'll publish the labels to

+ **Add scopes**

Choose locations to apply t

Based on the scopes you

Status	Location
⬤ Off	Exch

Back   **Next**

Choose adaptive policy scopes

Each scope shows how many users, groups, and sites currently match the attributes defined in that scope.

🔍 Search for scope

1 selected

	Name	Scope type
☑		
☑	HR personnel	Group

Add   **Cancel**

9:53 AM

Publish labels so users can apply them to their content.

- ✓ Choose labels to publish
- ● **Scope**
  - **Adaptive scope**
- ○ Name your policy
- ○ Finish

Choose adaptive policy scopes and locations

We'll publish the labels to the locations you choose.

+ Add scopes   1 scopes

Scope name	Type
HR personnel	Group ✕

Choose locations to apply the policy

Based on the scopes you added, this policy can be applied to content in these locations.

Status   Location

Back   **Next**   Cancel

ENG

Publish labels so users can apply them to their content.

- ✓ Choose labels to publish
- ● **Scope**
- ● **Publish to users and groups**
- ○ Name your policy
- ○ Finish

Choose locations

We'll publish the labels to the locations you choose.

○ All locations. Includes content in Exchange email, Office 365 groups, OneDrive and SharePoint documents.

◉ Let me choose specific locations.

Status	Location	Included	Excluded
On	Exchange email	All recipients Edit	None Edit

Publish labels so users can apply them to their content.

- ✓ Choose labels to publish
- ✓ Scope
- ● **Name your policy**
- ○ Finish

Delete data after 3 years

Description

Delete data after 3 years

Back   Next   Cancel

Publish labels so users can apply them to their content.

- ✓ Choose labels to publish
- ✓ Scope
- ✓ Name your policy
- ● **Finish**

1 label(s) will be published (made available) so your users can classify their content
Data removal after 3 years 3 years keep + delete

Edit

Applies to content in these locations

Microsoft 365 Groups

Edit

Selected Scope

HR personnel (Group)

Edit

Name

Delete data after 3 years

Edit

Back   Submit

Publish labels so users can apply them to their content.

- ✓ Choose labels to publish
- ✓ Scope
- ✓ Name your policy
- ✓ Finish

✓ Your retention label was published

Within a week, the retention label will be available to users and admins in the locations you specified. Labels will only appear in Outlook and Outlook on the web for mailboxes with at least 10 MB of data. If the label doesn't appear within seven days of being published, check its status on the Label policies page. Learn more about when retention labels become available

Related tasks

Publish another retention label   Get started

Auto-apply a retention label   Get started

Done

Information governance

Labels   Label policies   Retention policies   Adaptive scopes   Policy lookup   Import   Archive

Create labels for items that need exceptions to your retention policies. Exceptions include extending the retention period for specific documents or preventing certain emails from being permanently deleted, for example. If you need even more label options, use Records management > File plan to manage your content. Learn about using retention labels for exceptions

1 item   🔍 Search

Name		Retention duration	Created by	Last modified
Data removal after 3 years	⋮	3 years	MOD Administrator	Mar 8, 2022 9:48 AM

Information governance

Reports | abels | **Label policies** | Retention policies | Adaptive scopes | Policy lookup | Import | Archive

Create retention label policies to publish or auto-apply labels. Publishing your labels to specific locations (such as Exchange o SharePoint) allows users to manually apply labels to their content. When you auto-apply labels, we'll apply them to content that matches your conditions. Learn about auto-labeling and publishing label policies

🖥 Publish labels   ⚡ Auto-apply a label   ◌ Refresh   1 item   🔍 Search

Name		Type	Created by	Last modi...	Last mo
Delete data after 3 years	⋮	Publish	MOD Ad...	MOD Ad...	3/8/202

Publish labels so users can apply them to their content.

○ **Choose labels to publish**

○ Scope

○ Name your policy

○ Finish

Choose labels to publish

Choose the labels you want to publish to your organization's apps so users can apply them to their content. If you don't see the labels you want, you'll be able to create one from scratch.

Publish these labels (1 label(s))

Data removal - after 3 years   5 years keep + delete

Edit

Next   Cancel

Publish labels so users can apply them to their content.

- ✓ Choose labels to publish
- ● **Scope**
- ○ Name your policy
- ○ Finish

Choose the type of retention policy to create

A policy can be adaptive or static. Advantage of an adaptive policy will automatically update where it's applied based on attributes or properties you'll define. A static policy is applied to content in a fixed set of locations and must be manually updated if those locations change.

◉ **Adaptive (preview)**
After selecting adaptive policy scopes, which consist of attributes or properties (e.g. 'Department' or 'Site URL') that define the users, groups, or sites in your org, you'll choose supported locations containing the content you want to retain. The policy will automatically update to match the criteria defined in the scopes.

○ **Static**
You'll choose locations containing the content you want to retain. If locations change after this policy is created (for example if a SharePoint site is added or removed), you'll need to manually update the policy.

Back   Next   Cancel

Choose locations

We'll publish the labels to the locations you choose.

- ( ) All locations. Includes content in Exchange email, Office 365 groups, OneDrive and SharePoint documents.
- (•) Let me choose specific locations.

Status	Location	Included	Excluded
⬤ On	▣ Exchange email	All recipients Edit	None Edit

Choose labels to publish ✓

Scope

Publish to users and groups

Name your policy

Finish

Back   Next   Cancel

Publish labels so users can apply them to their content.

Three Year Retention

- ✓ Choose labels to publish

- ✓ Scope

- ● **Name your policy**

- ○ Finish

Description

Delete after 3 years

Back   Next   Cancel

Publish labels so users can apply them to their content.

Finish

⚠️**It will take up to 1 day for labels to appear to your users. Labels will appear in Outlook and Outlook web app only for mailboxes that have at least 10 MB of data.**

Choose labels to publish

1 label(s) will be published (made available) so your users can classify their content
Data removal after 3 years 3 years keep + delete

Edit

Applies to content in these locations

Microsoft 365 Groups

Edit

Selected Scope
HR personnel (Group)

Edit

Name

Three year retention

Edit

Description

Data will be deleted after 3 years.

Edit

| Back | Submit | Cancel |

Publish labels so users can apply them to their content.

- ✅ Choose labels to publish
- ✅ Scope
- ✅ Name your policy
- ✅ Finish

✅ **Your policy was created**

Done

Microsoft 365 compliance

Information governance

Remove from navigation

Labels   **Label policies**   Retention policies   Adaptive scopes (preview)   ...

Create retention label policies to either publish or auto-apply labels. When you publish labels to locations such as Outlook and SharePoint, users can manually apply the labels to retain their content. When you auto-apply labels, users will see the labels automatically applied to content that matches your conditions (such as content containing specific sensitive info).Learn more

🖥 Publish labels   ⚡ Auto-apply a label   ↻ Refresh   2 items   🔍 Search

Name		Type	Created by
Data deletion after 5 years	⋮	Publish	MOD Ad...
Three Year Retention	⋮	Publish	MOD Ad...

Navigation menu:
- ⌂ Home
- 🏆 Compliance Manager
- ◎ Data classification
- ⊞ Data connectors
- ⚠ Alerts
- ⌁ Reports
- ⚏ Policies
- ⚲ Permissions
- Trials

Retention policies

Information governance

Labels   Label policies   **Retention policies**   Adaptive scopes   Policy lookup   Import   Archive

Your users create a lot of content every day, from emails to Teams and Yammer conversations. Use retention policies to keep the content you want and get rid of what you don't need. Learn about creating retention policies

\+ New retention policy   ↓ Export   ✉ Inactive mailbox   ⟳ Refresh   1 item   🔍 Search

Name		Created by	Last modified
new policy	⋮	MOD Administrator	Mar 8, 2022 12:31 PM

Information governance > Create retention policy

Name your retention policy

Name *

Data retention policy2

Description

Data retention policy2

● **Name**

○ Type

○ Retention settings

○ Finish

Next   Cancel

Information governance > Create retention policy

- ✓ Name

- ● **Type**

- ○ Retention settings

- ○ Finish

Choose the type of retention policy to create

A policy can be adaptive or static. Advantage of an adaptive policy will automatically update where it's applied based on attributes or properties you'll define. A static policy is applied to content in a fixed set of locations and must be manually updated if those locations change.

○ **Adaptive**
After selecting adaptive policy scopes, which consist of attributes or properties (e.g. 'Department' or 'Site URL') that define the users, groups, or sites in your org, you'll choose supported locations containing the content you want to retain. The policy will automatically update to match the criteria defined in the scopes.

○ **Static**
You'll choose locations containing the content you want to retain. If locations change after this policy is created (for example if a SharePoint site is added or removed), you'll need to manually update the policy.

Back   Next   Cancel

Information governance > Create retention policy

Name

Type

Adaptive scope

Retention settings

Finish

Choose adaptive policy scopes and locations

After adding one or more adaptive policy scopes, we'll show you the Microsoft 365 locations that are supported by the attributes or properties defined in the scopes. You can then decide which of those locations to apply the policy to.

+ Add scopes

0 scopes

Add scopes to see them here

Choose locations to apply the policy

Based on the scopes you added, this policy can be applied to content in these locations.

Status   Location

Back   Next   Cancel

::: Microsoft 365 compliance

Information governance > Create retention policy

✓ Name

● **Type**

● **Adaptive scope**

○ Retention settings

○ Finish

Choose ada

After adding one or mor
supported by the attribu
locations to apply the po

\+ **Add scopes**

Choose locations to apply t
Based on the scopes you

Status   Location

Back   **Next**

Choose adaptive policy scopes

Each scope shows how many users, groups, and sites currently match the attributes defined in that scope.

🔎 Search for scope

1 selected

	Name	Scope type
✓	HR personnel	Group

Add   **Cancel**

- Name
- Type
- **Retention settings**
- Finish

Decide if you want to retain content, delete it, or both

🔘 **Retain items for a specific period**
Items will be retained for the period you choose.

Retain items for a specific period

of [3] years [0] months [0] days

[Custom ⌄]

Start the retention period based on

[When items were created ⌄]

At the end of the retention period

🔘 **Delete items automatically**

⚪ **Do nothing**

⚪ **Retain items forever**
Items will be retained forever, even if users delete them.

⚪ **Only delete items when they reach a certain age**
Items won't be retained, but when they reach the age you choose, we'll delete them from where they're stored.

[Back] [**Next**]   [Cancel]

Review and finish

Name

Type

Retention settings

Finish

It might take up to one day to apply this policy to the locations you selected.

Policy name

Data retention policy2

Edit

Description

Data retention policy2

Edit

Selected Scope

HR personnel (Group)

Edit

Locations to apply the policy

Microsoft 365 Groups

Edit

Retention settings

Retain items for 3 years based on when they were created
Delete items at end of retention period

Edit

⚠ Items that are currently older than 3 years will be permanently deleted after you turn on this policy.

Back   **Submit**   Cancel

Information governance > Create retention policy

- ✅ Name
- ✅ Type
- ✅ Retention settings
- ✅ Finish

✅ You successfully created a retention policy

Allow up to a week for the retention policy to be enforced.

Related tasks

Create another retention policy   Get started

Create an adaptive scope

Adaptive scopes use attributes or properties, like an email address or a site URL, to define users, groups, or sites. When added to policies, these scopes update automatically to match any changes made to the attributes or properties specified.   Get started

Done

Information governance

Labels   Label policies   **Retention policies**   Adaptive scopes   Policy lookup   Import   Archive

Your users create a lot of content every day, from emails to Teams and Yammer conversations. Use retention policies to keep the content you want and get rid of what you don't need. Learn about creating retention policies

+ New retention policy   ↓ Export   ✉ Inactive mailbox   ↻ Refresh   2 items   🔍 Search

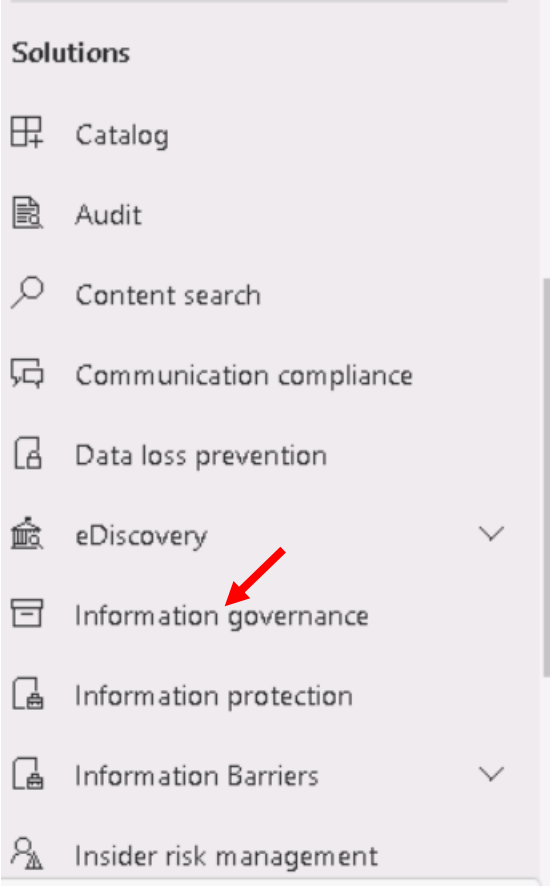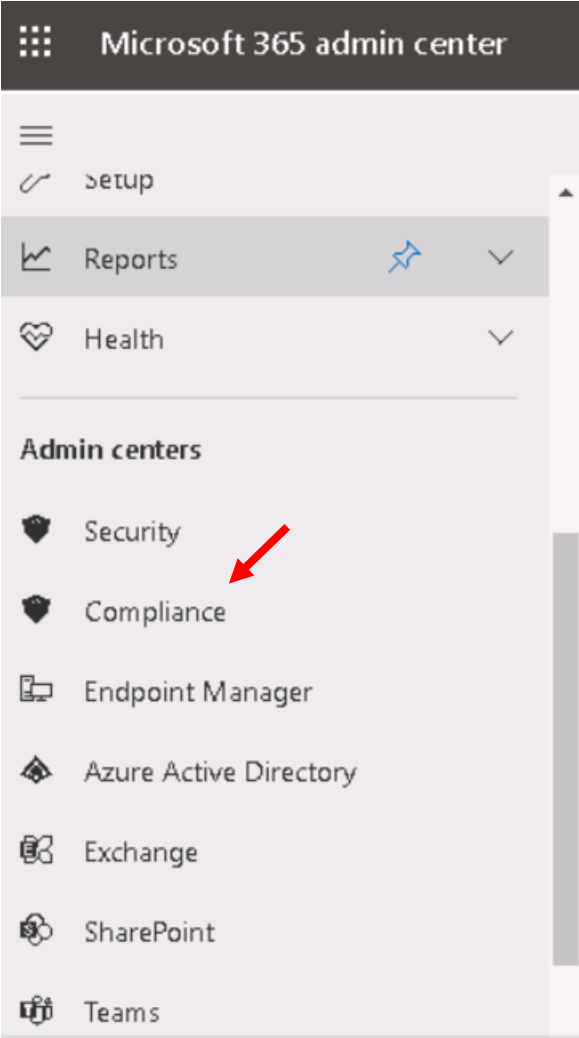| Name		Created by	Last modified
Data retention policy2	⋮	MOD Administrator	Mar 8, 2022 12:45 PM

Configuring Adaptive scope

Creating an Adaptive Scope

Trials

Solutions

Catalog

Audit

Content search

Communication compliance

Data loss prevention

eDiscovery

Information governance

Information protection

Information Barriers

Insider risk management

Information governance

Remove from navigation

Labels   Label policies   Retention policies   **Adaptive scopes**   Policy lookup   Import   Archive

These scopes consist of attributes or properties that define the users, groups, or sites in your org. When added to an adaptive retention policy, the policy will automatically update to match the criteria defined in the scope.

+ Create scope   0 items   Refresh   Search

Name	Type	Created by	Last modified by

No data available

Name

Scope type

Finish

What type of scope do you want to create?

Each type of scope uses different attributes or properties to match the users, sites, or groups you want to detect in a policy.

○ **Users**
You'll select Azure AD attributes used to define users (such as First name, Last name, and Department).

○ **SharePoint sites**
You'll select SharePoint properties used to define sites (such as site name, site URL, and refinable strings).

◉ **Microsoft 365 Groups**
You'll select Azure AD attributes used to define groups (such as Name, Description, and Email address).

Back   **Next**   Cancel

Information governance > Create adaptive scope

Create the query to define Microsoft 365 Groups

The query consists of one or more Azure AD attribute/value combinations used to define the groups you want this scope to apply to. You can refine the query by grouping attributes and connecting them using AND and OR operators.

+ Add attribute   ⊟ Group selected attributes

Advanced query builder

∧ Group query			🗑
☐	Email addresses ∨ *	is equal to ∨	hrdep@M365x275264... * 🗑

Query summary
EmailAddresses = hrdep@M365x27526465.onmicrosoft.com;

Back   **Next**   Cancel

Information governance > Create adaptive scope

Review and finish

Name

HR personnel

Edit

Description

HR personnel

Edit

Type

Group

Edit

Query summary

EmailAddresses = hrdep@M365x27526465.onmicrosoft.com

Name

Scope type

Finish

Back   **Submit**   Cancel

Information governance > Create adaptive scope

- ✅ Name
- ✅ Scope type
- ✅ Finish

✅ Your scope was created

Now that you've defined the scope, add it to a policy. If the attributes or properties that you specified change, the scope will automatically update to match them.

Related tasks

Create another adaptive scope   Get started

Create an adaptive auto-labeling policy   Get started

Done

Information governance

Labels Label policies Retention policies **Adaptive scopes** Policy lookup Import Archive

These scopes consist of attributes or properties that define the users, groups, or sites in your org. When added to an adaptive retention policy, the policy will automatically update to match the criteria defined in the scope.

+ Create scope   1 item   ⟳ Refresh   🔍 Search

Name	Type	Created by	Last modified by
HR personnel	Group	MOD Administrator	MOD Administrator