

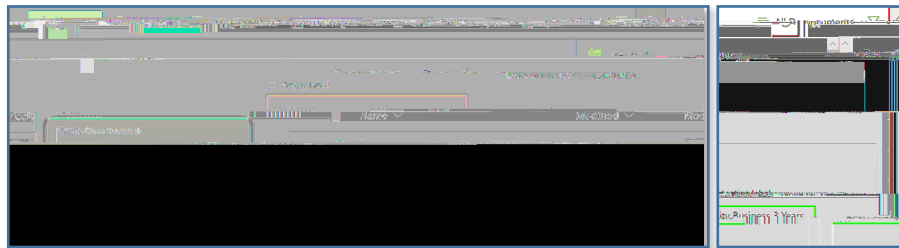
Available labels

- **General 2 Years**
Content is automatically deleted two years after the label is applied.
- **University Business 3 Years**
Content is automatically deleted three years after the label is applied.
- **University Business 5 Years**
Content is automatically deleted five years after the label is applied.
- **University Business 10 Years**
Content is automatically deleted ten years after the label is applied.

Adding retention labels

Adding a retention label can be applied through the OneDrive SharePoint interface.

1. Select a file, and in the detail pane, click **Apply label**. (If you don't see the detail pane, hit the button in the right-hand side of the interface.)



Label behavior

In general, when a label is applied to a file, it replaces the existing label.

Unlabeled files and folders placed in a labeled folder inherit the label of the folder.

Labeled files and folders placed in a labeled folder retain their original label, not the label of the folder.

Labels do not prevent content from being manually deleted.

