

Retention Policies vs Retention Labels vs Retention Label Policies

◆ 1. Retention Policy

- **Purpose:** Broad, automatic retention or deletion for entire locations (e.g., all mailboxes or all SharePoint sites).
- **How it's applied:** Directly to a location (mailboxes, OneDrive, Teams, etc.).
- **User interaction:** None.
- **Scope:** Bulk-level control without labels.

Example:

"Keep all Teams messages for 7 years, then delete automatically."

◆ 2. Retention Label

- **Purpose:** Applies retention settings to individual items like emails, documents, or files.
- **How it's applied:** Can be applied manually by users or auto-applied based on rules (keywords, sensitive info types, etc.).
- **User interaction:** Optional—users can apply labels, or they can be applied automatically.
- **Additional features:**
 - Can trigger **disposition review** after expiration.
 - Visible in Microsoft apps (Word, Outlook, SharePoint, etc.).

Example:

"Label a document as 'Financial Record – Retain for 10 years, then review for deletion'."

<https://t.me/learningnets>

Characteristic	Retention Policy	Retention Label	Retention Label Policy
Purpose	Broad, automatic retention or deletion	Apply retention settings to items	Publish retention labels to users
How it's applied	Directly to a location	Manually or auto-applied based on rules	Select labels to publish and where
User interaction	None	Optional—manual or automatic application	Enables users to see and apply
Additional features	N/A	Disposition review after expiration	N/A

◆ 3. Retention Label Policy

- **Purpose:** A delivery mechanism—it **publishes retention labels** to users and locations.
- **How it's used:** You **select which labels** to publish and **where** (users, groups, SharePoint sites, etc.).
- **User interaction:** Enables users to see and apply the labels in Microsoft 365 apps.

Think of it as the bridge between the label and the user/location.

Example:

"Publish the 'Confidential – 7 years' label to the HR department's OneDrive and Exchange."