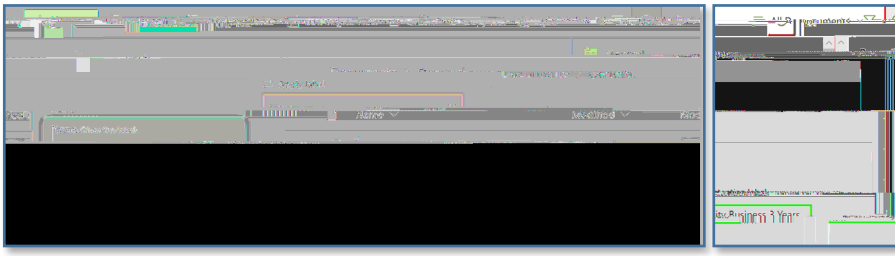
Available labels

- *General 2 Years*
  Chntent i a thmaticall deleted t h ea afte the label i a lied
- *University Business 3 Years*
  Chntent i a thmaticall deleted th ee ea afte the label i a lie
- *University Business 5 Years*
  Chntent i a thmaticall deleted e ea afte the label i a lied.
- *University Business 10 Years*
  Chntent i a thmaticall deleted ten ea afte the label i a lied.

Adding retention labels

A etentihn label can be a lied th a le h fhlde f hm the eb inte fac OneD i e h Sha ePhint.

1. Select a le h fhlde , and in the detail ane, lhhk fh **Apply label**. (dhn't ee the detail ane, hit the b tthn in the th ight that lhhk lh e -ca e i in ide a ci cle.)



Label behavior

In gene al, h hh ld a l label at the fhlde le el, lacing le the e fhlde .

Unlabeled le and bfhlde laced in a labeled fhlde inhe it the the a ent fhlde .

Labeled le and bfhlde laced in a labeled fhlde etain thei h label, nht the label hf the a ent fhlde .

Label dh nht e ent chntent f hm being man all deleted.

Information Technology Services