

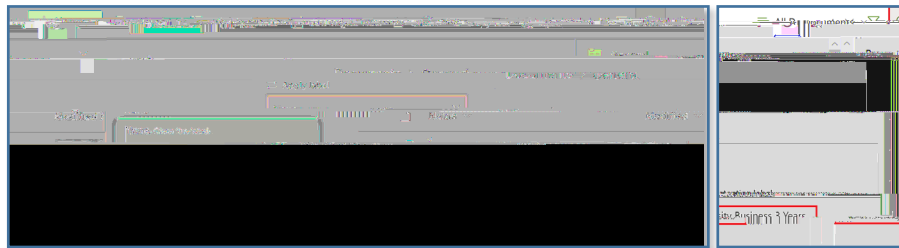
### Available labels

- **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

A retention label can be applied through the OneDrive app. (Note: This is not available for OneDrive for Business.)

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 top right that looks like a camera icon.)



### Label behavior

In general, when you apply a label to a file, it inherits the label from the folder.

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

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

Labels do not prevent content from being manually deleted.

