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Stockholm**24**



IT PRO MEETS MICROSOFT PURVIEW DATA LIFECYCLE AND RECORDS MANAGEMENT

JOANNE C KLEIN

PURVIEW CONSULTANT, NEXNOVUS, CANADA

WITH SPECIAL GUEST

MARTIN LINGSTUYL

Synopsis

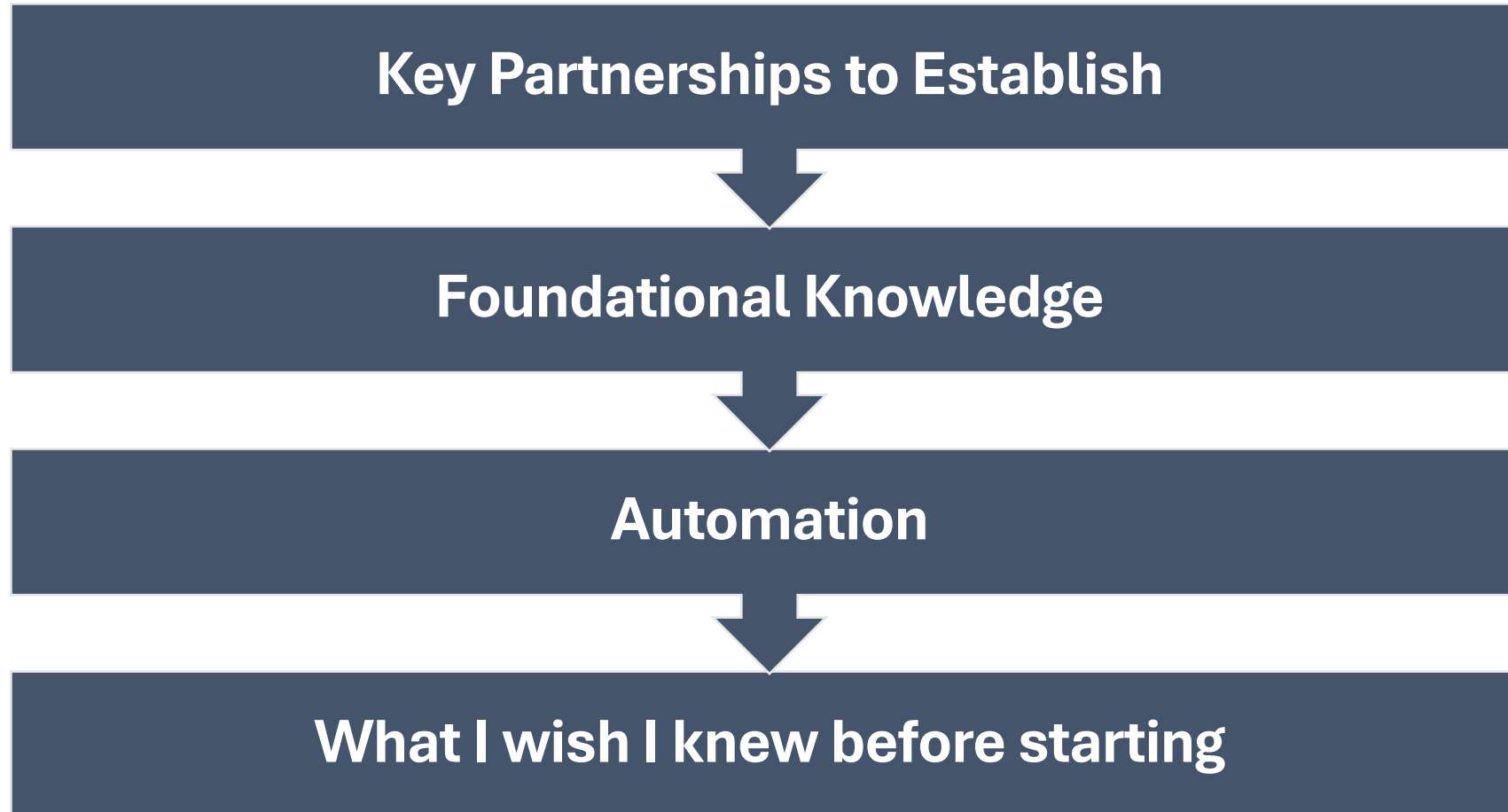
Duration: 60 minutes

Date: Tuesday, Dec. 3, 2024, 17:00-18:00

This session will explain Data Lifecycle and Records Management in Microsoft's Purview from an IT-Pro's perspective.

With compliance concerns on the rise in the modern workplace, Compliance teams are reaching out to their IT-Pro partners for assistance. This is unfamiliar territory for many IT Pros, so this session is designed to help clear the path forward.

AGENDA

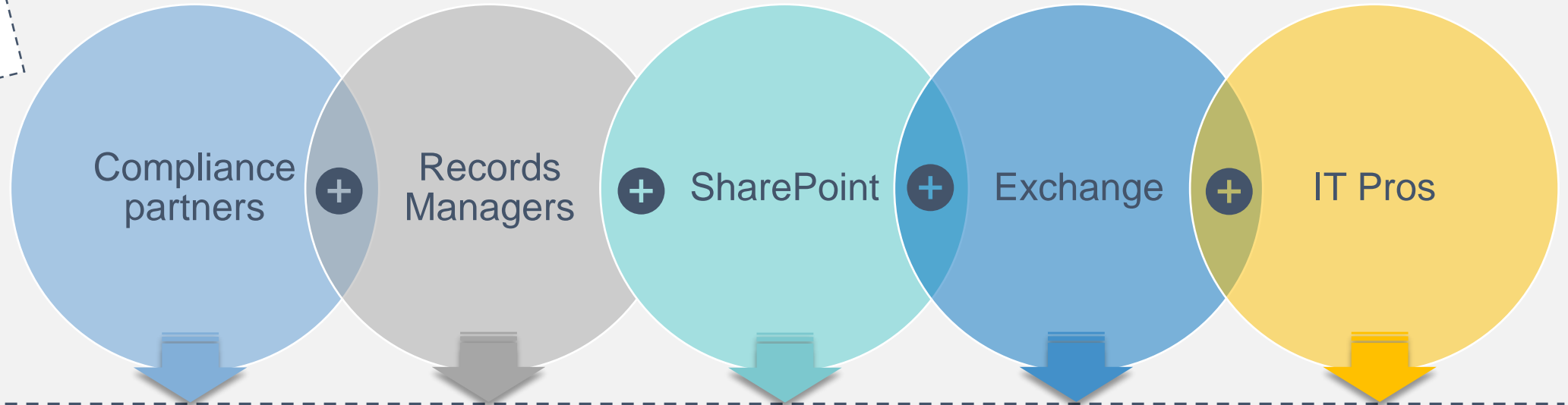


PARTNERSHIPS TO ESTABLISH

EXECUTIVE SUPPORT THROUGHOUT

ESSENTIAL
FOR A
SUCCESSFUL
RM PROJECT

KEY ROLES &
STAKEHOLDERS



EXPERTISE
BROUGHT
TO THE
TABLE

- Legal expertise
- Privacy expertise
- Risk expertise
- OCM
- Corp Comms

- Regulations
- RM expertise
- Retention/IG policy
- Operational decisions
- Tenant RM controls

- Information architecture
- Search expertise
- SP/Teams governance
- SP/Teams provisioning
- Custom development

- MRM vs Purview controls
- Email archiving
- Recoverable items folder
- Compliance copy model
- OPATH expertise

- Permission mgmt
- Configuration
- Scripting
- Entra ID management
- Auditing controls

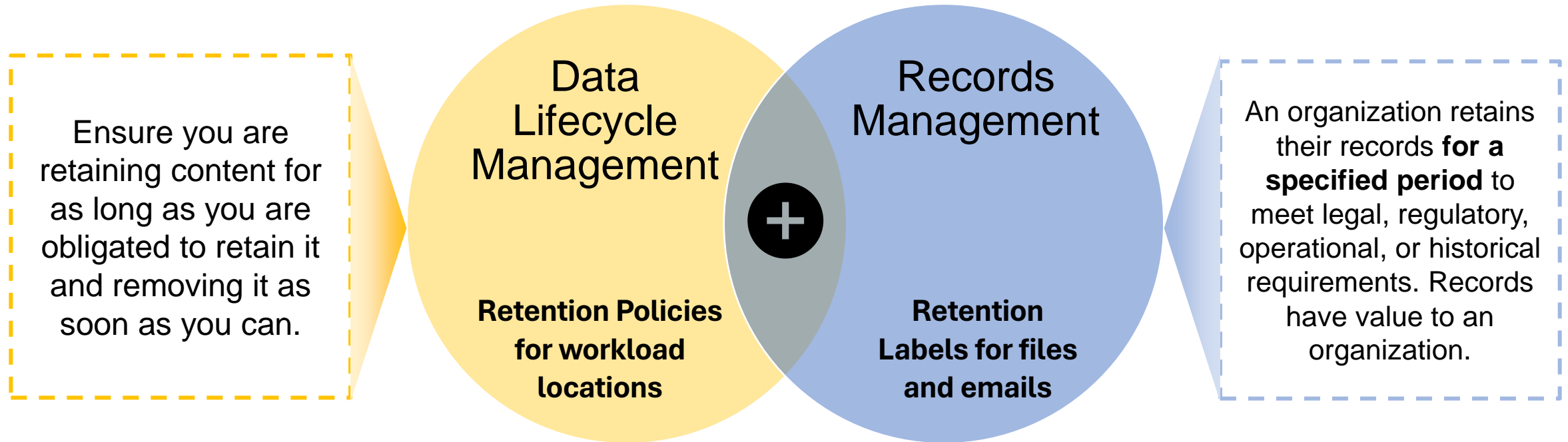


CONSIDER THE
BUSINESS USER
IMPACT IN ALL
YOUR
DECISIONS



FOUNDATIONAL KNOWLEDGE

Data Lifecycle Management and Records Management are cornerstones of Good Data Governance



COPILOT AND RETENTION... DOES IT MATTER?



It provides better quality data for Copilot to leverage in 2 ways:

- Deleting obsolete content across your (Microsoft 365) digital landscape with **retention policies**
- Ensuring you are retaining and protecting your records of value with **retention labels**

It applies appropriate data governance controls around Copilot:

- Deleting Copilot prompts and responses in a timely manner with a **retention policy**

WHAT IS A RETENTION POLICY?




- It applies retention settings to **everything** in a “location” such as an Exchange mailbox, SharePoint site*, or OneDrive site.
 - Examples I’ve seen with customers:



- They help reduce ROT (redundant, obsolete, trivial) content across your tenant
- They reduce your data footprint (and therefore data risk)
- Recommend to **use them alongside retention labels** for exceptions in SharePoint and Exchange
- End user is (mostly) unaware that a retention policy is in effect while they’re working

WHAT IS A RETENTION LABEL?

- It applies retention settings to **individual items** (file, email) stored in Exchange, SharePoint*, and OneDrive to meet your organization's legal, regulatory, and business requirements.
- Once applied to an item, end users can see it, apply it, and in some cases, remove it.

Retention Label name	What it does once applied to a document...
Contract 	Retains the document for 2 years past contract end date; then reviewed before deletion.
Board meeting minutes 	Retains permanently.
Insurance assessments 	Retains for 5 years past last modified and automatically deleted.

- There are 3 different types of retention label, each having different abilities and levels of immutability



F Financial Reporting

Private group | Confidential \ Trusted Partner ★ Following 2 members

- Home
- Conversations
- Documents
- Shared with us
- Notebook
- Pages
- Site contents
- Accounts Payable**
- Recycle bin
- Edit

 Add real-time chat

Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team. ⓘ

Add Microsoft Teams

[Return to classic SharePoint](#)


+ New ▾

 Edit in grid view



 Open

 Share

 Copy link

 Delete Pin to top

☆ Favorite


















 Add shortcut 

Download

... X 1 selected

≡ All Documents* ▾

 Accounts Payable

	Name	Retention label	Retention label Applied	Label applied by
✓	 Sample contract 1.docx	 ... Corporate Enterprise Document	2024-11-05, 11:32:57 a.m.	Microsoft CDX
	 Sample contract 2.docx			
	 Sample contract 3.docx			
	 Sample contract 4.docx			
	 Sample contract 5.docx			
	 Sample document 2.docx			
	 Sample document 5.docx			
	 Sample policy 1.docx			
	 Sample policy 2.docx	 Financial Record	2024-09-23, 4:43:49 p.m.	Microsoft CDX
	 Sample policy 3.docx	 Financial Record	2024-09-23, 4:43:49 p.m.	Microsoft CDX
	 Sample policy 4.docx	 Financial Record	2024-09-23, 4:43:49 p.m.	Microsoft CDX
	 Sample policy 5.docx	 Financial Record	2024-09-23, 4:43:49 p.m.	Microsoft CDX

 Sample contract 1.docx

Sample Contract 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore

Has access



Manage access

Properties

[Edit all](#)

Sample contract 1.docx

Name ★

Sample contract 1.docx

Title

Enter value here

 Sensitivity

None

⇒ Apply label

Corporate Enterprise Document

More details

WHAT YOU SEE IN SPO

WHAT
YOU
SEE
IN
EXO

Contoso Electronics

Outlook

Search

Home

View

Help

New mail

Delete

Archive

Report

Sweep

Move to

Reply

Reply all

Forward

Quick steps

Read / Unread

Favorites

Inbox 97

Sent Items

Drafts 7

Folders

Inbox 97

Drafts 7

Sent Items

Deleted Items 2

Junk Email

Archive

Notes

Conversation Histo...

Search Folders

Go to Groups 7

Focused

Other

By Date

Microsoft Security

Microsoft Entra ID Protection Weekly Digest

See your Microsoft Entra ID Protection Weekly Digest report Azure Active...

1:01 AM

This week

Office365Alerts@microsoft.com

Informational-severity alert: Tenant Allow/Block List entry...

An informational alert has been triggered Tenant Allow/Block List entr...

Sun 2:02 PM

Last week

Office365Alerts@microsoft.com

Informational-severity alert: Tenant Allow/Block List entry...

An informational alert has been triggered Tenant Allow/Block List entr...

Sat 11:58 PM

Microsoft Security

Your weekly PIM digest for Contoso

Here's a summary of activities over the last seven days. Azure Active Dire...

Sat 10:29 PM

Joanne Klein

Encrypted email with an encrypted attachment

Joanne Klein (joanneklein@nexnovus.com) has sent you a secure email ...

Thu 10/31

Joanne Klein

Unencrypted email with an encrypted attachment

Does this work? Joanne C. Klein Microsoft 365 Consultant Microsoft MVP...

Thu 10/31

Outlook-gnhne...

Outlook-eyk34ff3

Lamna Healthca...

Microsoft 365 Records Management

Reminder: Items labeled as 'Project' are waiting for disposi...

You're getting this mail to remind you that items with a retention label a...

Wed 10/30

Last month

Microsoft Security

Your weekly PIM digest for Contoso

Here's a summary of activities over the last seven days. Azure Active Dire...

Sat 10/26

Reminder: Items labeled as 'Project' are waiting for disposition review

Microsoft 365 Records Management

To: Microsoft CDX; Megan Bowen

Wed 10/30/2024 6:39 AM

Retention: External Reference Material (15 days) Expires: Thu 11/14/2024 12:39 AM

Microsoft 365

You're getting this mail to remind you that items with a retention label applied have been ready for a disposition review since 9/22/2024 8:23:51 PM.

Label applied: Project

Number of items to review: 17

Next steps

Review the items on the [Dispositions page](#) of the Microsoft 365 compliance center.

[Learn about disposition reviews](#)

Thanks,

The Microsoft 365 compliance team

This email was sent from an unmonitored mailbox

You are receiving this email because you have subscribed to Microsoft Office 365.

[Privacy Statement](#)

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052 USA

Microsoft

Reply

Reply all

Forward

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Stockholm24

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RETENTION POLICIES AND RETENTION LABELS



eDiscovery hold acts like a “permanent retention” while it is in effect. No deletions will occur until the hold is lifted.

These rules determine how long an item will be retained for and when it will be deleted based on all retention controls applied to it.

PRINCIPLES OF RETENTION

1. Retention wins over deletion

Continue only if conflict remains

2. Longest retention period wins

Continue only if conflict remains

3. Explicit wins over implicit for deletions

Continue only if conflict remains

4. Shortest deletion period wins

**You can have BOTH a retention policy published to a location and retention labels applied to items within the same location each with different retention and deletion settings.*

SCOPING YOUR RETENTION

SCOPING YOUR RETENTION

- Retention scopes control **which specific locations** your retention control will apply to



Which
mailboxes?



Which
sites?



Which
OneDrives?



Which
Teams?



Which
communities?



Which user's M365
Copilot interactions?

STATIC SCOPES (E3 or equivalent)

- You specify the **static** list of locations
- Disadvantages...
 - Onus is on you** to keep location list up-to-date (manually or via script)
 - Subject to policy **limits** for # of location inclusions and exclusions per policy

ADAPTIVE SCOPES (E5 or equivalent)

- Automatically update locations based on queries you provide
- Advantages...
 - Can be used in many policies
 - Allows for complex retention requirements
 - No limits like in a static scope

THERE ARE 3 TYPES OF ADAPTIVE SCOPES...

User scope

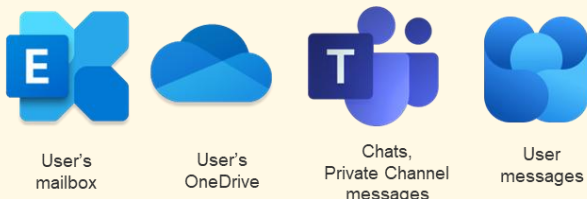
Defines users to include/exclude based on their Entra Id attributes

Uses OPATH queries

Properties:

First/Last/Display name, Department, Office, Street address, Office, State or Province, City, Country or region, Postal code, Alias, Email addresses, Custom attribute 1-15, Extension Custom attribute 1-5

Retention Locations



EXAMPLE

Apply a retention policy on all Exchange emails for Executives ONLY

Microsoft 365 Groups scope

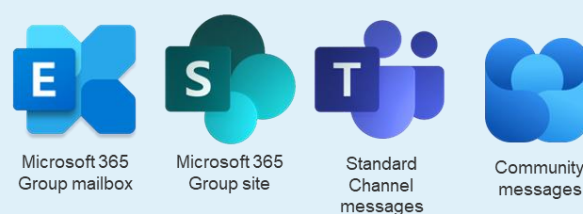
Defines Microsoft 365 Groups to include/exclude based on their Entra Id attributes

Uses OPATH queries

Properties:

Name, Display name, Description, Email addresses, Alias, Custom attribute 1-15, Extension Custom attribute 1-5

Retention Locations



EXAMPLE

Publish a set of Legal labels to M365 Groups for ONLY the Legal Division

SharePoint sites scope

Defines SharePoint sites to include/exclude based on their site properties (stored in property bag)

Uses KeyQL queries

Properties:

Site URL, Site name, RefinableString00-99, RefinableDate00-19, RefinableInt00-49

Retention Locations



EXAMPLE

Publish Project retention labels to ALL Project sites

Home

Solutions

Learn

Settings

Data Lifecycle Managem...

DSPM for AI

eDiscovery

Information Protection

Records Managem...

Settings

Account

Roles and scopes

Microsoft Entra ID

Role groups

Adaptive scopes

Data connectors

Device onboarding

Optical character recognition (OCR)

Solution settings

Communication Compliance

Compliance Manager

Unified Catalog

Data Lifecycle Management

Data Loss Prevention

eDiscovery

Information Protection

Insider Risk Management

Records Management

Adaptive scopes > Finance SharePoint sites

Scope

Finance SharePoint sites

Export4 itemsRefresh

Filters: Filters

	Display name	Location type	State
<input type="checkbox"/>	https://m365x64099513.sharepoint.com/sites/FIN-AccountsReceivable	Site	Added
<input type="checkbox"/>	https://m365x64099513.sharepoint.com/sites/FinanceHub	Site	Added
<input type="checkbox"/>	https://m365x64099513.sharepoint.com/sites/FinancialReporting	Site	Added
<input type="checkbox"/>	https://m365x64099513.sharepoint.com/sites/FIN-AccountsPayable	Site	Added

> Details

Name

Finance SharePoint sites

Admin unit

Full directory

Type

Site

Query summary

SPSiteURL starts with https://m365x64099513.sharepoint.com/sites/Fin

Last modified by

Microsoft CDX

Last modified

Oct 29, 2024 12:24 PM

SETTING CUSTOM PROPERTIES/ATTRIBUTES DURING PROVISIONING

Container	Description	How to set it
M365 Group	Set a group attribute called 'CustomAttribute1' to identify country	Exchange PowerShell to set group attribute: Set-Mailbox –GroupMailbox –Identity "<M365 Group name>" –CustomAttribute1 "Sweden"
	Adaptive scope OPATH query: Get-Recipient –RecipientTypeDetails GroupMailbox –Filter {CustomAttribute1 –eq 'Sweden'}	
SharePoint site	Set a site property called "SiteType" for all new major project sites ¹	PnP PowerShell to set site property: Connect-PnPOnline –Url <siteURL> Set-PnPAdaptiveScopeProperty –key SiteType –Value "Project"
	SiteType must be mapped to a <i>managed property</i> in SharePoint search schema. SharePoint site adaptive scope KeyQL query: RefinableString00:"Project"	

¹Option 1: New tenant setting, **AllowWebPropertyBagUpdateWhenDenyAddAndCustomizePagesIsEnabled**, when set to \$true allows you to update any site's property bag without first disabling the **DenyAddAndCustomizePages** site setting.

¹Option 2: **Set-PnPAdaptiveScopeProperty** ensures the above setting is temporarily disabled to allow the property bag to be updated. You must have the SharePoint Online Admin role to use this.

AUTOMATION AND RETENTION LABELS

Creating and Applying them...

Retention/Deletion period

- Retention length
- Expiration length

*Can be in days, months, years, or forever

Level of immutability

- Regular label
- Record label
- Regulatory record label

Actions to take


- Label Only
- Retain Only, Retain & Delete, Delete Only
- At end of retention: Auto-delete, Disposition review, Power Automate Flow, Apply a different label

Retention period start date

- An event date
- Date created
- Date last modified
- Date labeled


Contoso Electronics



 [Home](#)

 Audit

 Data lifecycle management

 Records management

 Customize navigation

... [Show all](#)

- Records management settings


Take advantage of a more flexible and comprehensive way to manage your business-critical data. Our file plan lets you apply item-level retention settings, import or export templates of your content management plan, define whatever label settings meet your needs, review detailed label analytics, and more. [Learn about using a file plan](#)

[+ Create a label](#) [🖨️ Publish labels](#) [⬆️ Import](#) [⬇️ Export](#) [🔄 Refresh](#)

3 items

sample

Group by

 Choose columns

<input type="checkbox"/> Name	Status	Based on	Is record	Is regulat...	Is unlock...	Relabel to	Retention duration	Disposition type	Reference ID	Function/departm...	Category	Subcategory	Last modified
<input type="checkbox"/> Sample label	⋮ Inactive	When created	Yes	No	No		7 years	Auto-delete					Sep 10, 2023 9:41 AM

Until the retention label is included in a label policy, it remains “Inactive”



CREATE RETENTION LABELS WITH FILE PLAN IMPORT...

FileHomeInsertDrawPage LayoutFormulasDataReviewViewHelp														
Clipboard			Font			Alignment			Number		Styles		Cells	
F27														
	A	B	D	E	F	G	H	I	J	K	L	M		
1	LabelName	Comment	IsRecordLabel	RetentionAction	RetentionDuration	RetentionType	ReviewerEmail	Reference	DepartmentName	Category	SubCategory	AuthorityType		
2	Access Requests and Approvals	Retention label for managing	FALSE	KeepAndDelete	2555	ModificationAgeInDays	admin@M365x13667106.onmicrosoft.com	RID 0001	Information Technology	Approvals		Business		
3	Administrative Convenience Copy	A default label for all of Contoso	FALSE	KeepAndDelete	730	ModificationAgeInDays		RID 0002	Corporate	Administration		Business		
4	Board Record	This document is an approved	TRUE	Keep	Unlimited	TaggedAgeInDays		RID 0003	Board	Administration		Regulatory		
5	Corporate Enterprise Document	This labels the document as a	FALSE	KeepAndDelete	2190	TaggedAgeInDays	admin@M365x13667106.onmicrosoft.com	RID 0004	Corporate	Policies and Procedures		Regulatory		
6	Corporate Form	This labels the document as a	FALSE	KeepAndDelete	3650	TaggedAgeInDays		RID 0005	Corporate	Policies and Procedures		Regulatory		
7	Corporate Lending Document	This labels the document as a	FALSE	KeepAndDelete	14600	TaggedAgeInDays	admin@M365x13667106.onmicrosoft.com	RID 0006	Corporate	Policies and Procedures		Regulatory		
8	External Reference Material	Label to be used for content	FALSE	KeepAndDelete	1825	ModificationAgeInDays	admin@M365x13667106.onmicrosoft.com	RID 0007	Corporate	Reference Material		Business		
9	Financial Record	Label for all Financial Records	TRUE	KeepAndDelete	2555	TaggedAgeInDays	admin@M365x13667106.onmicrosoft.com	RID 0008	Finance	Financial Statement		Regulatory		
10	Permanent	This means the content it is a	TRUE	Keep	Unlimited	TaggedAgeInDays		RID 0009	Corporate	Compliance		Regulatory		
11	Security Agreement	Agreement between customers	FALSE	KeepAndDelete	2555	ModificationAgeInDays	admin@M365x13667106.onmicrosoft.com	RID 0010	Information Technology	Approvals		Business		
12	Contract	Contoso contract	FALSE	KeepAndDelete	20	EventAgeInDays	admin@M365x13667106.onmicrosoft.com	RID 0011	Corporate	Administration		Legal		
13	Lease	Contoso Lease agreement	FALSE	KeepAndDelete	20	EventAgeInDays	admin@M365x13667106.onmicrosoft.com	RID 0012	Finance	Financial Statement		Legal		
14														

Warning: Do not use this for changing retention label configurations AFTER the label is in a policy and applied to content in your tenant since it allows for more changes than what are supported by Microsoft.






CREATE RETENTION LABELS WITH FILE PLAN IMPORT...

Records management


 Records management settings  Remove from navigation



Overview File plan Label policies Adaptive scopes (preview) Policy lookup (preview) Events Disposition


Whether starting from scratch or an existing file plan, Microsoft 365 file plan uses advanced analytics and insights to help automate your retention schedules throughout the content lifecycle. Our Excel template lets you quickly fill out your file plan so you can collaborate with stakeholders on your retention label strategy. When ready, simply upload the completed plan to Microsoft 365 then publish or auto-apply the labels to see them in action. [Learn more](#)

 Create a label  Publish labels  Import  Export  Refresh

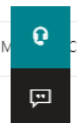
12 items

 Search

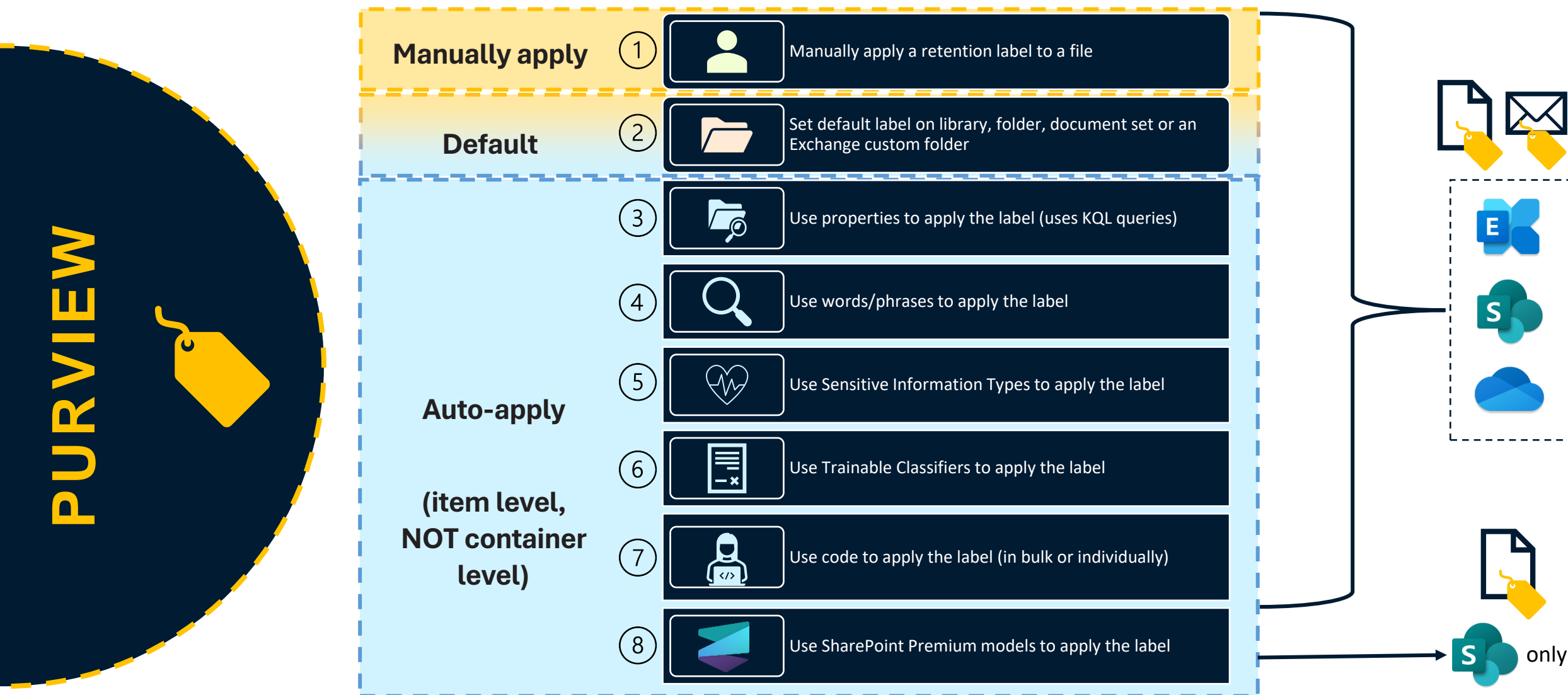
 Group by 

 Customize columns

Name	Status	Based on	Is record	Retention duration	Disposition type	Reference ID	Function/departm...	Category	Subcategory	Last modified	Last modified
Permanent	Inactive	Label applied	Yes	Forever	No action	RID 0009	Corporate	Compliance		Oct 21, 2021 9:29 AM	Microsoft CD
Lease	Inactive	Event	No	20 days	Review required	RID 0012	Finance	Financial Statements		Oct 21, 2021 9:29 AM	Microsoft CD
Financial Record	Inactive	Label applied	Yes	7 years	Review required	RID 0008	Finance	Financial Statements		Oct 21, 2021 9:29 AM	Microsoft CD
Corporate Lending Docu...	Inactive	Label applied	No	40 years	Review required	RID 0006	Corporate	Policies and Proced...		Oct 21, 2021 9:29 AM	Microsoft CD
Security Agreement	Inactive	Last modified	No	7 years	Review required	RID 0010	Information Techno...	Approvals		Oct 21, 2021 9:29 AM	Microsoft CD
Corporate Enterprise Doc...	Inactive	Label applied	No	6 years	Review required	RID 0004	Corporate	Policies and Proced...		Oct 21, 2021 9:29 AM	Microsoft CD
Administrative Convenie...	Inactive	Last modified	No	2 years	Auto-delete	RID 0002	Corporate	Administration		Oct 21, 2021 9:29 AM	Microsoft CD
Board Record	Inactive	Label applied	Yes	Forever	No action	RID 0003	Board	Administration		Oct 21, 2021 9:29 AM	Microsoft CD
External Reference Materi...	Inactive	Last modified	No	5 years	Review required	RID 0007	Corporate	Reference Material		Oct 21, 2021 9:29 AM	Microsoft CD
Access Requests and App...	Inactive	Last modified	No	7 years	Review required	RID 0001	Information Techno...	Approvals		Oct 21, 2021 9:29 AM	Microsoft CD
Contract	Inactive	Event	No	20 days	Review required	RID 0011	Corporate	Administration		Oct 21, 2021 9:29 AM	Microsoft CD
Corporate Form	Inactive	Label applied	No	10 years	Auto-delete	RID 0005	Corporate	Policies and Proced...		Oct 21, 2021 9:29 AM	M CD

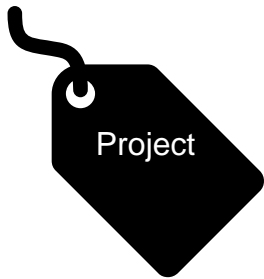



APPLYING A RETENTION LABEL TO CONTENT










AUTO-APPLYING RETENTION LABELS TO SHAREPOINT

Use-case: You have some project documents that you want the ‘Project’ retention label to be applied to automatically based on the **Contoso Project** content type:






Documents 


Content Type: Contoso Project 


	Name 	Content Type 
	Sample document 5.docx	Contoso Project
	Sample document 6.docx	Contoso Project
	Sample document 7.docx	Contoso Project
	Sample document 8.docx	Contoso Project









KQL: *contenttype:"Contoso Project"*




Retention label 	Retention label Applied 	Label applied by 
Project	2024-09-17, 7:35:55 a.m.	System Account
Project	2024-09-17, 7:35:55 a.m.	System Account
Project	2024-09-17, 7:35:55 a.m.	System Account
Project	2024-09-17, 7:35:55 a.m.	System Account

Use-case: Apply the ‘Personal Info’ retention label automatically based on PII sensitive information types so the file will be automatically deleted after 2 years:



Documents 

	Name 
	Document 1 with PII.docx
	Document 2 with PII.docx
	Document 3 with PII.docx
	Sample contract 1.docx
	Sample contract 1.pdf
	Sample contract 2.docx
	Sample contract 2.pdf

Retention label 	Retention label Applied 	Label applied by 
Personal Info	2024-09-26, 3:51:09 p.m.	System Account
Personal Info	2024-09-26, 3:51:09 p.m.	System Account
Personal Info	2024-09-26, 3:51:09 p.m.	System Account

Retention and customization

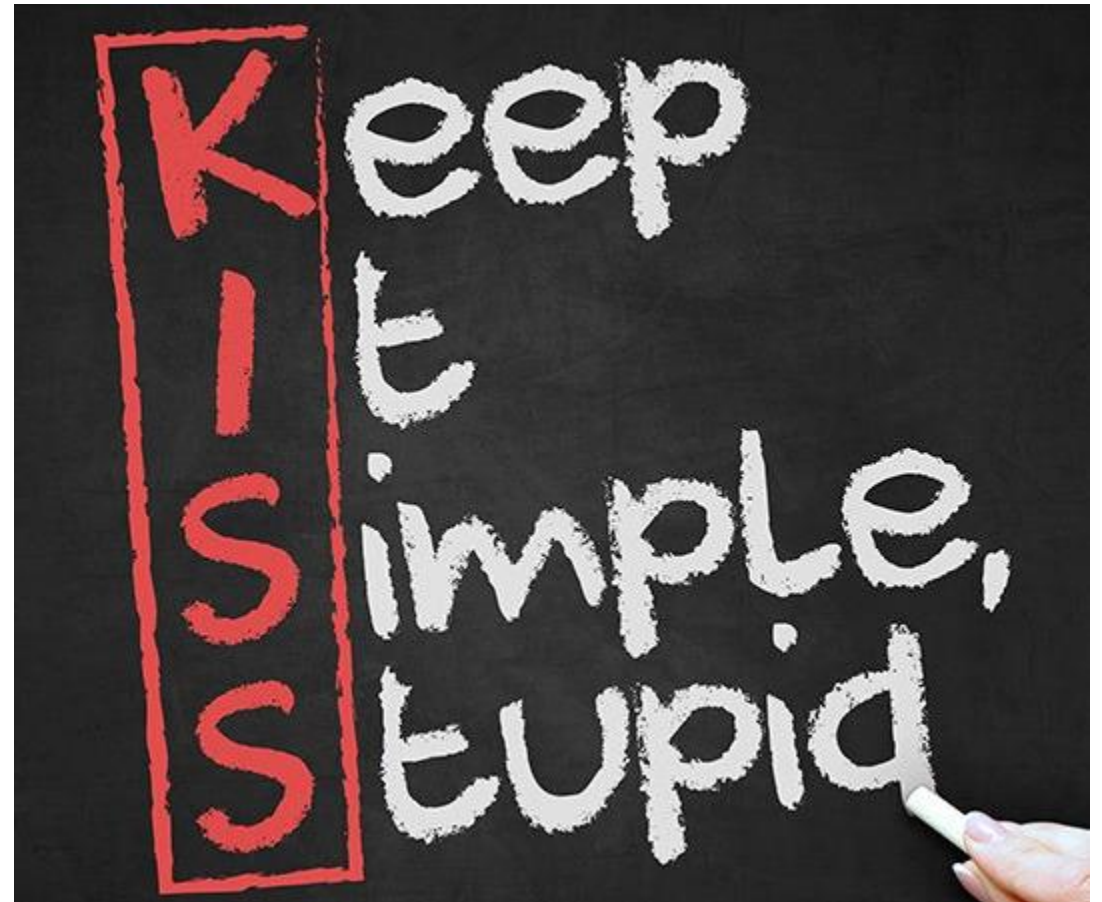
Companies be like

“We want to keep to the standards that
Microsoft offers”

Famous last words

The KISS principle

Keep
It
Stupid
Simple



Keeping it stupid simple

- Retention policies

“Delete all Teams chats 30 days after they’re sent.”



“Retain all exchange email for 1 year then automatically delete.”



“Delete all OneDrive content 5 years past last modified date.”



- But how about SharePoint?

What is SharePoint?

SHAREPOINT AND RETENTION

Dependencies
for applying
retention
successfully

KEY FACTORS

Information
Architecture

Business
Processes

Legal/Organi
sational
requirements

THINK OF THINGS LIKE

- Sites & libraries
- Content Types
- Metadata columns
- Search configuration

- Content creation to finalization
- Content publication
- Content transfer

- Retention terms and requirements
- Level of complexity
- Change factor

PROVISIONING TOOL

- For controlled creation of sites
- Preparing for good retention

RETENTION AUTOMATION

- Assisting autolabelling
- Applying retention labels

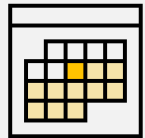
Examples where customization makes sense



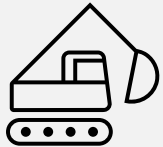
When it's important that a set of files be retained together



When you want to verify metadata integrity



When you want custom start dates



When retention requirements regularly change

Case study - Provincial government in the Netherlands



Nationaal Archief
Ministerie van Onderwijs, Cultuur en
Wetenschap

[Home](#)[Onderzoeken](#)[Beleven](#)[Archiveren](#)[Menu](#) 

[Home](#) > [Archiveren](#) > [Kennisbank](#)

Selectielijst voor archiefbescheiden van de provinciale organen vanaf 1 januari 2020

Selectielijst voor archiefbescheiden van de provinciale organen vanaf 1 januari 2020



Download Selectielijst voor archiefbescheiden van de provinciale organen vanaf 1 januari 2020. Deel 1. Algemene toelichting (384 kB)



Download Selectielijst voor archiefbescheiden van de provinciale organen vanaf 1 januari 2020. Deel 2. (44 kB)

Selectielijst voor archiefbescheiden van provinciale organen 2020				Versie: vastgesteld Stcrt. 2020-39934		
Groep	Nr.	Proces	Toelichting op proces	Bewaartermijn	Toelichting op bewaartermijn	Voorbeelden
1. Uitvoeren van processen die voor meer dan één hoofdgroep kunnen gelden.						
	1	Behandelen van zaken die voor besluitvorming zijn afgebroken.		3 jaar	De bewaartermijn gaat in nadat de zaak is gecontroleerd.	
	2	Behandelen van zaken van gering belang die niet hebben geleid tot een formeel besluit, geen afspraken of rechtsgevolgen bevatten of financiële consequenties hebben.		1 jaar	De bewaartermijn gaat in nadat de zaak is afgehandeld.	Bijvoorbeeld: 1. Uitvoering helpdesk; 2. Interne klachten en meldingen over gebreken aan voorzieningen, systemen en apparaten; 3. Doorzenden van post naar andere overheden of instanties; 4. Ongevraagde aanbiedingen waarvan geen gebruik gemaakt wordt.
2. Inrichten, sturen en beheersen van de provinciale organisatie.						
			Binnen deze categorie valt alle neerslag met betrekking tot het inrichten, sturen en beheersen van de provinciale bestuurlijke en administratieve organisatie.			
2.1. Inrichten.	3	Uitvoeren verkiezingen voor Provinciale Staten.		Blijvend bewaren	Bewaarcriterium 8: Bescheiden van beleidsuitvoering die van belang of karakteristiek zijn voor de kennis van regionale of provinciale omstandigheden.	Bijvoorbeeld: 1. Organisatie van de verkiezingen; 2. Processen verbaal van het Centraal Stembureau; 3. Verzoeken om vaststellen van het inwonertal van de provincie voor de verkiezingen door het CBS.
	4	Ontvangen processen-verbaal van de stembureaus en diverse opgaven, documenten en gegevens van burgemeesters bij verkiezingen voor de Provinciale Staten.		3 maanden	De bewaartermijn gaat in nadat over toelating van de gekozen statenleden is beslist. De bewaartermijn is bepaald in de Kieswet.	

+ New ▾

↑ Upload ▾

📄 Edit in grid view

🔄 Sync






📁 Add shortcut to OneDrive

...

☰ Retention information ▾

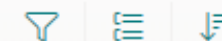


Projectdocuments

 Name ▾	Provisa reference ▾	Closed ▾	Closed by ▾	Start retention term ▾	End retention term ▾	Retention label ▾
 Case 3	2020-02					
 Case 1	2020-01	✓	Bo van der Linden	7/1/2024 2:00 AM	6/29/2034 2:00 AM	INN - Retain 10 years
 Case 2	2020-01					
 Case 4	2020-01					



Retention terms ☆



Provisa reference ▾	Title ▾	① Retention term in months ▾	☑ Start date retention term ▾	📅 Start date customizable ▾
2020-01	Retain 10 years	120	End date	✓
2020-02	Retain 1 month	1	Creation date	✓
2020-03	Retain 1 year	12	Creation date	✓

+ New

Edit in grid view

Share

Copy link

Projectdocuments

Closed: No

Name

Case 3

Case 2

Case 4

Share

Copy link

Manage access

Delete

Automate

Favorite

Add shortcut to OneDrive

Download

Rename

Pin to top

Move to

Copy to

Capture Version

Version history

Alert me

More

Close case

Close case

To close a document set, follow these steps on this page. Verify the information below. Is everything correct? If so, check 'Are you sure you want to close this document set?' and click 'Close.'

If the process number or retention period is incorrect, return to the site and update the process number.

Need assistance or have questions? Contact the IT Service Desk.

Site	INN-ClientOnboarding
Case	Case 3
Provisa reference	2020-02
Retention label to apply	INN - Retain 1 month
Start of retention term	24 october 2024
End of retention term	23 november 2024

☒ Are you sure you want to close this case?

Close

ESPC

Stockholm24

JOIN THE
CONVERSATION

#ESPC24

<div> <div>+ New ▾</div> <div> <div>↑ Upload ▾</div> <div> <div>📄 Edit in grid view</div> <div>🔄 Sync</div> <div>📁 Add shortcut to OneDrive</div> <div>⋮</div> </div> <div>☰ Retention information ▾</div> <div>🔍</div> <div>ℹ️</div> <div>↗️</div> </div> </div>								
<div> <div>Projectdocuments</div> <div>📎 ▾</div> </div>								
📄	Name ▾		Provisa reference ▾	Closed ▾	Closed by ▾	Start retention term ▾	End retention term ▾	Retention label ▾
📄	Case 3		2020-02					
📄	Case 1	🔒	2020-01	✓	Bo van der Linden	7/1/2024 2:00 AM	6/29/2034 2:00 AM	INN - Retain 10 years
📄	Case 2		2020-01					
📄	Case 4		2020-01					



Microsoft **Purview**

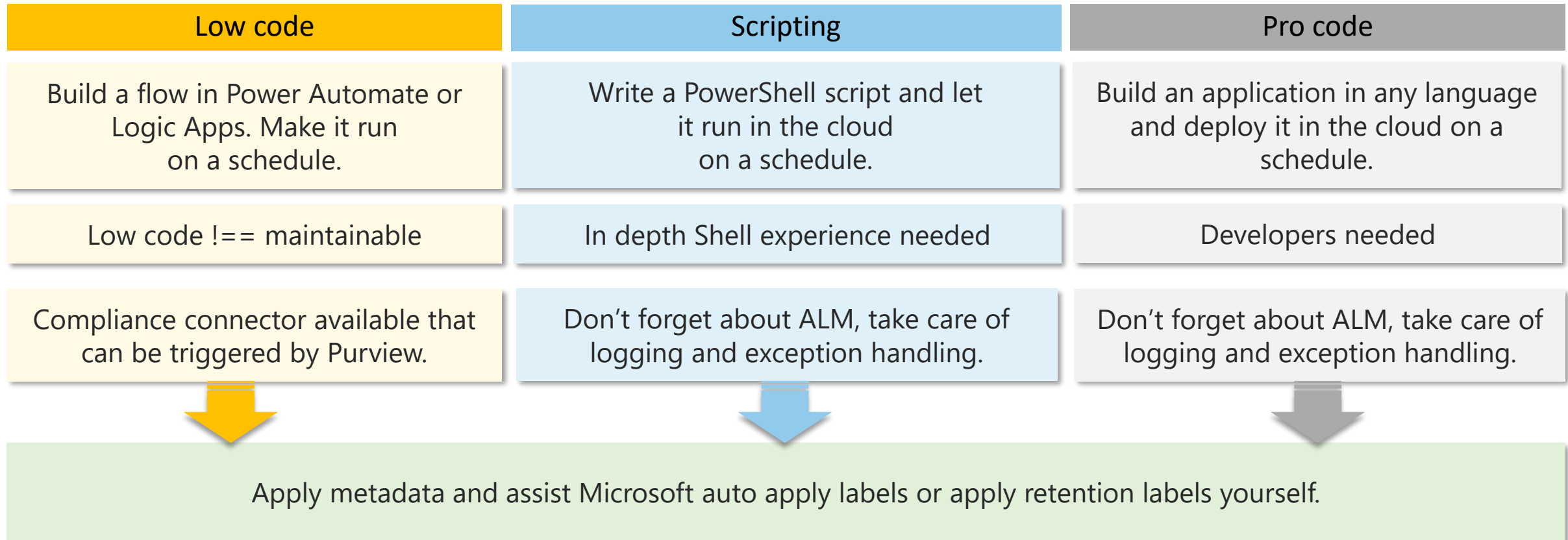


Microsoft 365 / **SharePoint**



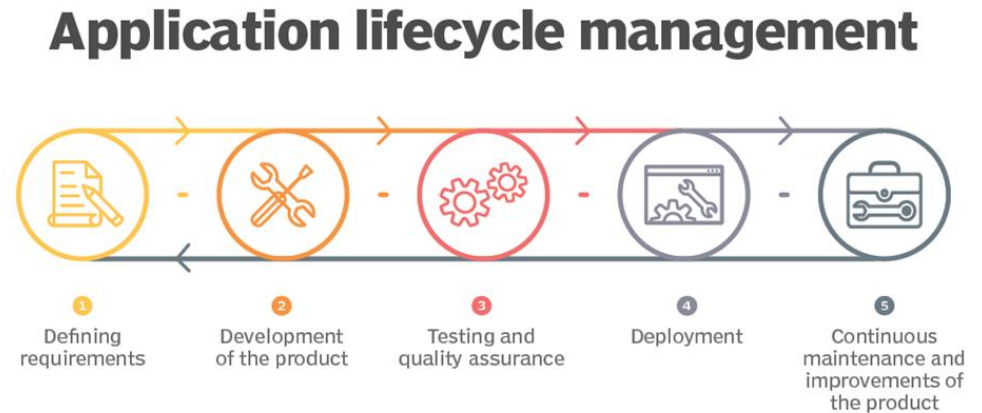
Automation / **Azure**

What are the options?



Application Lifecycle Management

1. ALM: Building sturdy applications is not easy
 - Covering all possible situations
 - Quality Assurance
 - Maintenance & technical dept
2. Financial: running costs VS existing licenses



What I Wish I Knew Before Starting...

- Key factors affecting complexity and effort
- The storage impact of retention
- Things you may need to build that are not available out-of-the-box even if you have E5 licenses

KEY FACTOR CONTRIBUTING TO COMPLEXITY AND EFFORT IN A RETENTION PROJECT

The Retention Schedule Complexity

- Ambiguous retention triggers (“When no longer useful”, “Superseded or Obsolete”)
- Event-based retention (“Retain for X years after Fiscal year-end”)
- Disposition review requirements (“Requires multiple levels of approval”)
- Number of record series in the schedule (Technical limit and Practical limit)
- Archiving requirements (Internal, External)

#1

RETENTION SCHEDULE EXAMPLE

Province of Nova Scotia, Canada

Government of Nova Scotia

STAR: Standard for Administrative Records

Version 6.1

Financial Management

3050

Accounts Reporting and Reconciliation

3050

Records documenting accounts reporting and reconciliation. Used for verifying and reporting the expenditure and receipt of funds and the management of accounts. Includes summary documents used to verify financial transactions, reconciliation records, and statements of assets and liabilities. Examples: account balances, monthly account summaries, statements.

3050 Accounts Reporting and Reconciliation		ACT	SA	DIS
01	General	FY + 1	0	D
20	Accounts Reporting and Reconciliation Subject Files	SO + 0	0	D
30	Statement of Accounts Case Files	FY + 1	0	D
32	Statement of Accounts by Agency Case Files	FY + 1	6	D
45	Audit Preparation Case Files	FY + 1	6	D
50	Accounts Reconciliation Case Files	FY + 1	0	D
52	Accounts Reconciliation by Agency Case Files	FY + 1	6	D

SO Definitions: - 20 no longer required

- 1 Active VS Semi-active
- 2 Superseded/Obsolete
- 3 Event-based

KEY FACTOR CONTRIBUTING TO COMPLEXITY AND EFFORT IN A RETENTION PROJECT

State of your SharePoint/Teams Governance & IA

- No approval process for creation/deletion (“site sprawl”)
- Trying to apply retention on top of a “lift and shift” migration
- Non-standardized site/teams
- No/ungoverned use of metadata
- No governance around assigning site/team owners (data stewardship)
- Not managing the end-of-life for Sites/Teams

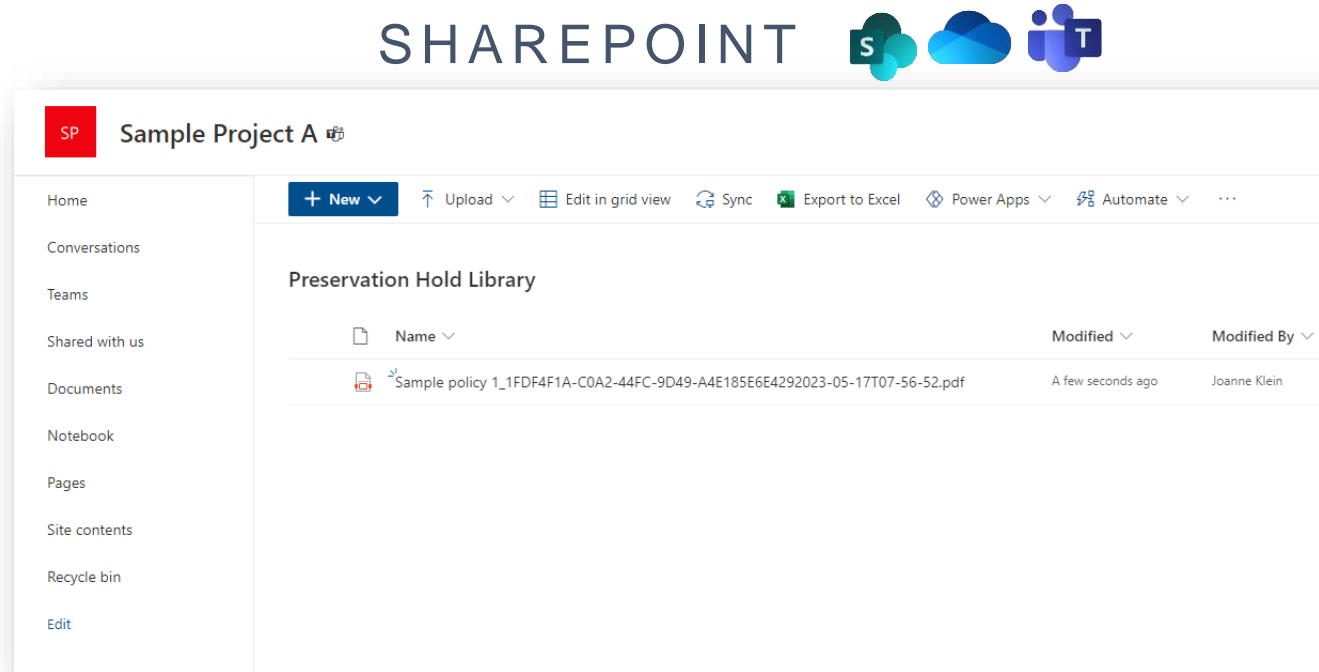
#2

SHAREPOINT ARCHITECTURE TIPS

- Maintain a modern, flat SharePoint architecture (no subsites)
- Consider (buying/building) a provisioning solution
- Ideas for a provisioning solution:
 - Establish a naming standard for site URLs to use in adaptive scopes
 - Update SPO site properties/M365 Group attributes to use in adaptive scopes
 - Automate Content Types/Metadata to auto-apply retention labels
 - Set default retention label on library where it makes sense
 - Assign (2) data stewards per site/team to help govern the content there
- Improve your SharePoint IA to help with applying retention:
 - Use **Content Type Gallery** (SP Admin Ctr) for consistent content types/metadata across tenant
 - Use **tenant level term store** for org terms to use in columns to auto-apply retention labels

The Storage Impact of Retention

HIDDEN PRESERVATION LOCATION FOR SHAREPOINT/TEAMS



- End-user won't see anything to indicate there is a retention policy placed on their SPO site/Team site/OneDrive
- Deleted and original copy of modified files are preserved in the (hidden) Preservation Hold Library in each SharePoint site, M365 Group site, user's OneDrive site **which they can't see**
- Content search and eDiscovery searches will return results from the Preservation Hold Library
- Site Collection Admins can navigate directly to it via URL: `~/sites/<sitename>/PreservationHoldLibrary` (YOU SHOULDN'T HAVE TO!)

THE PRESERVATION HOLD LIBRARY (PHL)

6 Purview Features that all store content in the PHL

01

Retention Policy published to the site

When a retention policy is published to the site and configured to “Retain for X”, all document changes and deletions are stored as complete document copies into the PHL for the period of X

02

Record retention label applied to content on the site

When a record retention label is applied to an item and it is unlocked to make a change... when it is relocked, a copy of the document BEFORE the change is put in the PHL for the retention period of the retention label

03

Tenant level setting to allow users to delete labeled content

If the tenant level setting allows users to delete labeled items on OneDrive and SharePoint, the “deleted” document will be copied into the PHL for the retention period defined on the retention label

04

Label applied to cloud attachments

If your legal team wants to know the exact version of a file that was shared as a cloud attachment from Outlook, Teams, Viva Engage, then the version is stored in the PHL every time it's shared

05

eDiscovery hold targeting the site

If an eDiscovery hold is placed on a user's OneDrive or a SharePoint site, all changes and deletions are copied as complete documents into the PHL for the duration of the hold

06

Preserve content deleted by users with an elevated risk (preview)

Retention labels are automatically applied to unlabeled content deleted by users who have been identified as an elevated risk with Adaptive Protection. The content is preserved in the PHL.

SHAREPOINT SITE STORAGE LIMITS TO BE AWARE OF

- Amount of SPO space your tenant has based on your # of licenses
 - 1TB plus 10GB per licensed user
 - You can buy more storage if needed
- Sites each get a maximum 25TB storage limit (this includes the storage from any subsites you may have in the site collection)
- Once limit is reached, the entire site goes into **read-only mode** until items are deleted from the site (and any subsites within) including the recycle bins (you CANNOT delete items from the PHL)

HIDDEN PRESERVATION LOCATION IN EXCHANGE ONLINE

An Exchange Mailbox

Visible to user

- Inbox
- ...
- Deleted Items

Recoverable Items Folder

- Deletions
- Versions
- Purges
- Audits
- DiscoveryHold
- SubstrateHolds



- Deleted and original copy of modified emails are preserved in subfolders of the Recoverable Items folder in each mailbox
- Deleted and original copy of Teams Chat/Channel messages are preserved in the *SubstrateHolds* subfolder in the associated mailbox
- Content search and eDiscovery searches will return results from the Recoverable Items folder



Recoverable Items folder has its own storage quota and does NOT contribute to the mailbox storage quota.

EXCHANGE STORAGE LIMITS TO BE AWARE OF

- Recoverable Items folder has its own storage quota
- Default quota: 30GB for mailboxes not on hold
- Quota increases to 100GB for mailboxes on hold
- Auto-expanding Archive: if enabled, it can expand to 1.5TB

Things you may need to build that aren't available out-of-the-box

Purview Data Explorer

Microsoft Purview

Home

Solutions

Learn

Settings

Records Management

Overview

File plan

Policies

Events

Disposition

Classifiers

Explorers

Data explorer

Content explorer (classic)

Activity explorer

Information Protection

eDiscovery

Data Loss Prevention

5 locations with items containing All Full Names

Choose a classifier or a label

Filter on labels, classifiers, or categories

Sensitive info types

Sensitivity labels

Retention labels

Financial Info810

Test Team Label84

Permanent81

Test Review Label70

Sample Event Label65

See all 31

Trainable Classifiers

Microsoft 365

Data source ↑	Sensitive info types	Sensitivity labels	Trainable classifiers	EDM classifiers	Retention labels	Items
Copilot	All Full Names, All M...	General	Threat, Agreements, ...	None		32
Exchange	All Full Names, All P...	General, Confidential...	Threat, Agreements, ...	None	Test Team Label, Con...	16947
OneDrive	All Full Names, All P...	General, Confidential...	Threat, Procurement,...	None	Test Team Label, Sa...	3337
SharePoint	All Full Names, All P...	General, Confidential...	Threat, Procurement,...	None	Financial Info, Test Te...	4675
Teams	All Full Names, All M...		Threat, Agreements, ...	None		91

This shows what HAS a retention label applied, not what DOESN'T have a retention label applied

Things you may be asked to write a script for...

- Not available out-of-the-box:
 - “Show me content that’s **about to be deleted** due to a retention policy”
 - Check for the last modified date on the file
 - Retention label is “empty”
 - Use any of these: Graph API, Content Search, PnP PowerShell
 - “Show me all **unlabeled** content on a site”
 - Retention label is “empty”
 - Use any of these: Graph API, Content Search, [PnP Search Web parts](#)

Property	SharePoint search managed property
Retention label name	ComplianceTag
Date the retention label was applied	ComplianceTagWrittenTime
If a file with a record retention label is locked	TagPolicyRecord (True or False)

Business Records

Our Site Records

Labeled Files

 Unlabeled Files








Unlabeled Files on the Site

Build a Search Result Source with this query:

{searchTerms} (contenttype:document) NOT (compliancetag:*) SPSiteURL={SiteCollection.URL}*

Enter your search terms...


8 results for ''

Title	Last Modified	Modified by	Library Link
 Sample document 5	January 10, 2022	Joanne Klein	Document library link
 Invoice 100 - 01Sep2019	July 13, 2022	Joanne Klein	Document library link
 Invoice 101 - 01Oct2019	July 13, 2022	Joanne Klein	Document library link
 Invoice 102 - 01Nov2019	July 13, 2022	Joanne Klein	Document library link
 Sample Contract document 2	July 13, 2022	Joanne Klein	Document library link
 SOW 002 for Tailspin Toys	August 26, 2022	Joanne Klein	Document library link
 SOW 002 for Tailspin Toys	August 26, 2022	Joanne Klein	Document library link

Filters

Created Date

Modified By

Joanne Klein (8)

NexNovus Records ArchiveArchives

DR

Demo Record Site

HomeTeam ContentRecord StewardEdit

ConfidentialFollowingSite access

+ NewPromotePage detailsAnalytics

Published 9/22/2024ShareEdit

Business Records

Our Site Records

Labeled Files

Unlabeled Files

Labeled Files

Build a Search Result Source with this query:

{searchTerms} (contenttype:document) AND (compliancetag:*) SPSiteURL={SiteCollection.URL}*

Enter your search terms...

14 results for ''

Title	Last Modified	Retention Label	Labeled On
Sample_policy_3	January 10, 2022	Test Review Label	November 30, 2021
Sample_policy_2	January 10, 2022	Test Team Label	September 11, 2022
Sample_policy_1	January 10, 2022	Test Review Label	November 30, 2021
Sample_policy_4	January 10, 2022	Corporate Proced...	June 5, 2022
Sample_policy_5	January 10, 2022	Test Review Label	November 30, 2021
Sample_document_3	January 10, 2022	Permanent	January 10, 2022
Sample_document_4	January 10, 2022	Permanent	January 10, 2022
Sample_document_1	January 10, 2022	Permanent	January 10, 2022
Sample_document_2	January 10, 2022	Permanent	January 10, 2022

Filters

Locked status

True (4)

False (10)

Retention Label

Contract (1)

Corporate Procedure (1)

Permanent (4)

Statement of Work (1)

Test Review Label (3)

Test Team Label (4)

My click-thru demos to download

Adaptive Scopes



<https://joannecklein.com/adaptivescope-clickthrus>

BLOG POST LINKS

Practical 365 blog posts: (<https://practical365.com>)

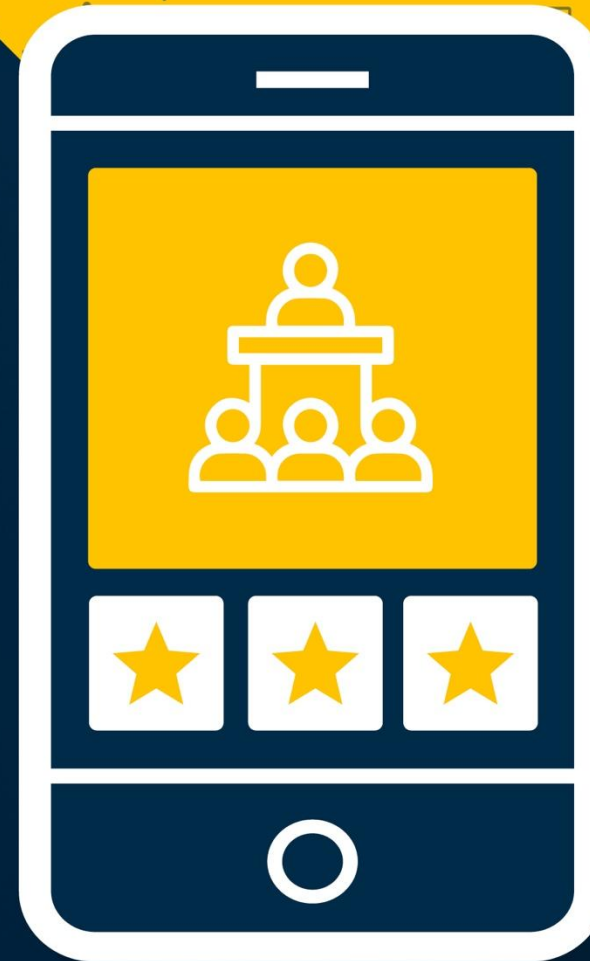
- Why a Flat SharePoint Architecture Matters to Microsoft Purview
 - <https://practical365.com/practical-purview-why-a-flat-sharepoint-architecture-matters-to-microsoft-purview/>
- Purview controls to include in a SP/Teams Provisioning solution
 - <https://practical365.com/purview-controls-to-include-in-a-provisioning-solution/>
- Managing and applying Purview retention labels using code
 - <https://www.blimped.nl/managing-and-applying-purview-retention-labels-using-code/>
- Daisy-chaining retention labels and automated archival
 - <https://www.blimped.nl/daisy-chaining-retention-labels-and-automated-archival/>



Thank you!



Please rate
this session
on the app





Licensing

(SP Team)

Licensing for Retention Policies and Retention Labels

- Microsoft official resource with a downloadable PDF
- <https://aka.ms/ComplianceSD>





Information Worker Plans										Frontline Worker Plans							
Microsoft 365				Office 365			Enterprise Mobility + Security		Windows 11			Microsoft 365					Office 365
E3	E5	E5 Security ¹	E5 Compliance ¹	E1	E3	E5	E3	E5	Pro (for reference)	Enterprise E3	Enterprise E5	F1	F3	F5 Security ²	F5 Compliance ²	F5 Sec+Comp ²	F3
¹ Requires Microsoft 365 E3 (or Office 365 E3 and Enterprise Mobility + Security E3).										² Requires Microsoft 365 F1/F3 (or Office 365 F3 and Enterprise Mobility + Security E3).							

Data lifecycle management

Manual retention labels	•	•			•	•	•	•	•				•	•			•
Basic org-wide or location-wide retention policies	•	•				•	•								•	•	
Rules-based automatic retention policies		•		•			•								•	•	
Machine Learning-based retention		•		•											•	•	
Teams message retention policies	•	•			• ¹	•	•	•	•			• ¹	• ¹		•	•	• ¹
Records Management		•		•			•								•	•	

¹ 30-day minimum retention period. (No maximum retention period.)

“Some tenant services are not currently capable of limiting benefits to specific users. Efforts should be taken to limit the service benefits to licensed users.”