



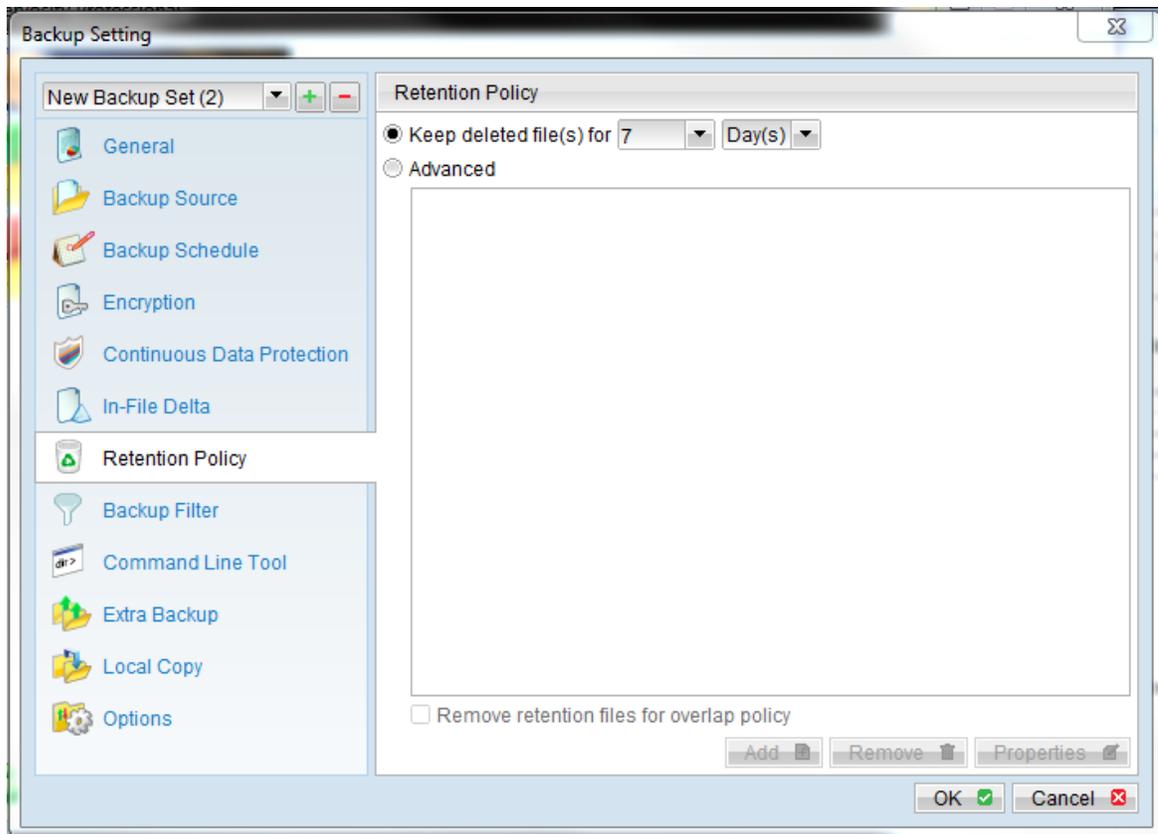
1.1 Retention Policy

The Retention Policy setting defines how long files inside the "Retention Area" will be kept on the backup server before they are deleted automatically. During a backup, if Servosity PRO/STD finds that you have deleted a file, or updated a file on your computer, it will put the corresponding deleted or updated file already backed up on the server into a retention area.

The Retention Policy will only affect "retained" files (i.e. files that have already been deleted or updated on your computer and thus are moved to the retention area of the backup server). For those files that have not been updated, the backup of these files is kept in the data area on the backup server and won't be affected by the setting of the Retention Policy. The backup of unchanged files will stay on the backup server forever until the original files are removed (or updated) from your computer.

Standard Retention Policy

The standard retention policy allows you to delete retained files automatically after a user defined number of days or after a user defined number of backup Jobs. To change the retention policy setting of any backup set, please select the [**Retention Policy**] menu on the left-hand panel of the Backup Setting dialog box. You can then make changes to your retention policy here. After you have made your changes, just press the [**OK**] button to save.



Advanced Retention Policy

The [**Advanced**] section of the retention policy allows you to configure a more flexible retention policy. You can add advanced policies by clicking the [**Advanced**] radial button and then clicking the [**Add**] button on the bottom of the Retention Policy window. This function allows you to keep a set of snapshots of all backup files based on the time of the backup Jobs. For example, you can configure the advanced retention policy to keep the following sets of backup files to mimic the retention policy of the old days when you were still doing tape rotations:

- ◆ All files available within the last 7 days
- ◆ All files available on the last 4 Saturdays within the last 28 days
- ◆ All files available on the 1st day of each month within the last 3 months
- ◆ All files available on the 1st day of each quarter within the last 12 months
- ◆ All files available on the 1st day of each year within the last 7 years

To do so, you need to setup your advanced retention policy as follows:

- ◆ Type = Daily; Number of copy to keep = 7

- ◆ Type = Weekly; Frequency = Saturday; Number of copy to keep = 4
- ◆ Type = Monthly; Frequency = Day 1; Number of copy to keep = 3
- ◆ Type = Quarterly; Frequency = Day 1 of Jan, Apr, Jul, Oct; Number of copy to keep = 4
- ◆ Type = Yearly; Frequency = Date 01-01; Number of copy to keep = 7

Assuming today is 17-Jan-2006, if the **[Remove retention files for overlap policy]** is NOT enabled, a total of 22 snapshots (provided you have run backups daily for more than 7 years) will be kept on the server accordingly, i.e.:

Daily	Weekly	Monthly	Quarterly	Yearly
16-Jan-2006	14-Jan-2006	01-Jan-2006	01-Jan-2006	01-Jan-2006
15-Jan-2006	07-Jan-2006	01-Dec-2005	01-Oct-2005	01-Jan-2005
14-Jan-2006	31-Dec-2005	01-Nov-2005	01-Jul-2005	01-Jan-2004
13-Jan-2006	24-Dec-2005		01-Apr-2005	01-Jan-2003
12-Jan-2006				01-Jan-2002
11-Jan-2006				01-Jan-2001
10-Jan-2006				01-Jan-2000

If the **[Remove retention files for overlap policy]** is enabled, only the following snapshots are kept:

Daily	Weekly	Monthly	Quarterly	Yearly
16-Jan-2006	14-Jan-2006	01-Jan-2006	01-Jan-2006	01-Jan-2006
15-Jan-2006	07-Jan-2006	01-Dec-2005	01-Oct-2005	01-Jan-2005
14-Jan-2006	31-Dec-2005	01-Nov-2005	01-Jul-2005	01-Jan-2004
13-Jan-2006	24-Dec-2005		01-Apr-2005	01-Jan-2003
12-Jan-2006				01-Jan-2002
11-Jan-2006				01-Jan-2001
10-Jan-2006				01-Jan-2000

The weekly policy overrides the daily policy so the snapshots of 10-Jan-2006, 11-Jan-2006, 12-Jan-2006, 13-Jan-2006 and 14-Jan-2006 are removed. The monthly policy overrides the weekly policy so the snapshots of 24-Dec-2005 and 31-Dec-2005 are removed. The same applies to the monthly, quarterly and yearly policy giving a total of 11 snapshots.

