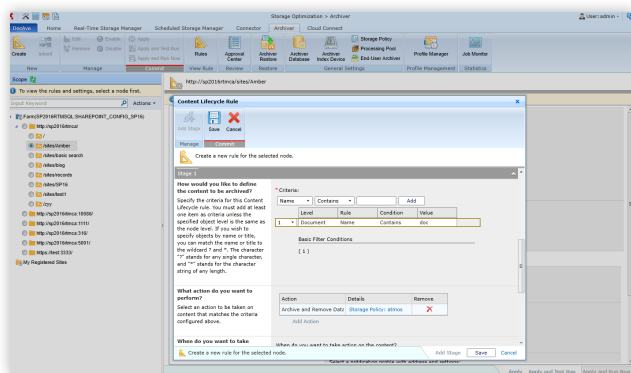# Content Lifecycle Management
## for Microsoft® SharePoint® and Microsoft 365 with DocAve Archiver

Flexible archiving of Microsoft SharePoint Server, SharePoint Online, and OneDrive for Business content. Enhance records management. Enforce compliance. Reduce cost.

Improve Compliance

- **Retention Policy** - Apply retention policies to preserve or remove content in compliance with information management policies
- **Manual Approval** - Involve human review and approval before archiving or deleting content from SharePoint or Microsoft 365
- **Content Classification** - Tag new content to enhance discoverability with "archived", "archived by", "archived time", and custom metadata identifiers
- **SharePoint and Microsoft 365 Records Declaration** - Move content to SharePoint or SharePoint Online record libraries and declare as records
- **Manage Records** - Flexibly manage records with the ability to delete or maintain immutable, read-only copies of archived SharePoint, SharePoint Online, and OneDrive for Business content
- **Integration with Third-party Records Management Platforms** - Export SharePoint or archived content into LexisNexis Concordance, Autonomy Connector for SharePoint, EDRM-compatible file formats and VERS Encapsulated Objects for further legal review


Content Lifecycle Mode
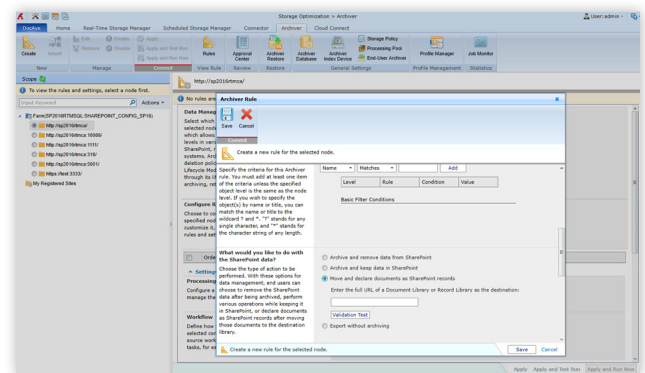
Move and Declare Documents as SharePoint Records

Manage End-of-Life Content

- **Customizable Archiver Filters** - Archive SharePoint, SharePoint Online, and OneDrive for Business content based on built-in or custom properties, including content type, owner, last modified date and time, file size, parent list type ID, parent folder name, or custom metadata fields
- **Flexible SharePoint Objects Selection** - Archive site collections, sites, lists, libraries, individual folders, items, document versions, and newsfeed posts, including metadata, workflow state, and permissions
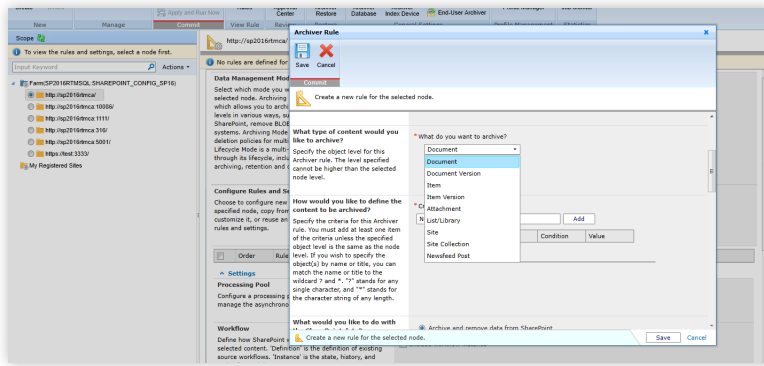
Selectively Archive SharePoint Content

- **Centralized Management** - Centrally manage storage and retention policies across multiple farms
- **Full-text Search and Restore** - Enable full-text search and restore for archived contents via DocAve at any time

Optimize Storage

- **Content Externalization** - Move full data or only Binary Large Objects (BLOBs) from SQL Server content databases to less-expensive Hierarchal Storage Management (HSM) systems or cool storage to reduce costs and improve performance
- **End User Archiving** - Empower content owners to define or archive obsolete content with End User Archiver or integrate with DocAve Governance Automation to submit service requests informing IT administrators of end-of-life content
- **Archived Data Storage** - Store archived SharePoint content in any local, network, cloud drive, or file system – including Box, Dropbox, FTP, and OneDrive for Business – as well as advanced storage systems from Dell, EMC, Hitachi, IBM, or NetApp for further storage optimization
- **Archived Data Compression** - Further optimize storage resources for archived content with enterprise-strength data compression
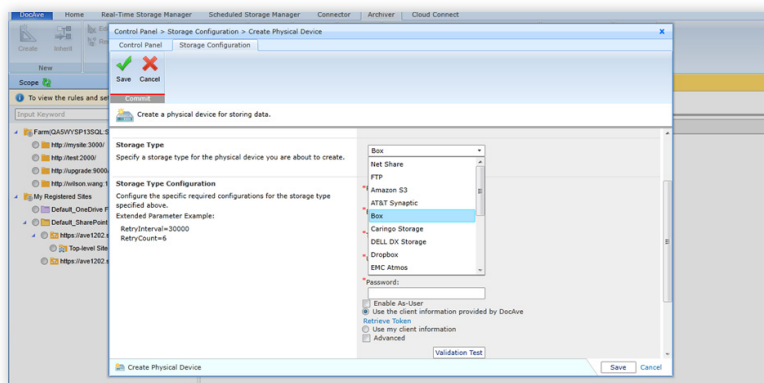
Archived Data Storage

For a comprehensive list of new features in this release, please review our Release Notes.