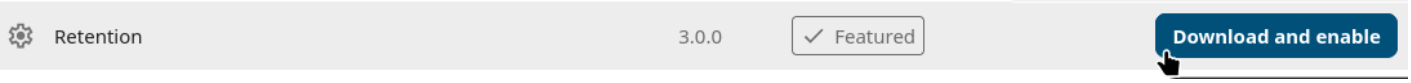
Nextcloud retention and tagging

Retention

Nextcloud includes a retention feature that allows files to be automatically deleted after a defined period of time. This is done by applying a collaborative tag to files and configuring a rule that removes those tagged files once they reach a certain age. This is possible by using the application “Retention”.



For example, you can define a rule where any file tagged as “Temporary” is automatically deleted 14 days after its creation. There is also an option to notify the file owner one day before deletion, so they have time to review or retain the file if needed.

Retention rules can be based on two types of file age:

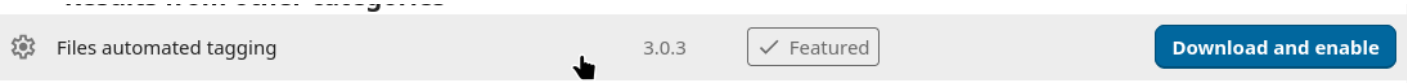
- Creation date (when the file was uploaded or created in Nextcloud)
- Last modification date (when the file was last changed)

It is important to note that retention tags should be configured as restricted or invisible. If tags are publicly editable, users may remove them, which would prevent the retention rule from being applied.

Full documentation about Retention can be found here:
https://docs.nextcloud.com/server/stable/admin_manual/file_workflows/retention.html

Tagging

To make this process reliable, automatic tagging can be used. This ensures that files are tagged as soon as they are uploaded, without relying on users to manually apply tags. These tags can then be used by retention rules to enforce cleanup policies consistently. This is made possible via the app “Files automated tagging”



Documentation regarding automatic tagging can be found here: “https://docs.nextcloud.com/server/stable/admin_manual/file_workflows/automated_tagging.html”

Revision #1
Created 2026-07-07 08:33:23 CET by Irdi
Updated 2026-07-07 08:37:33 CET by Irdi