

# Content Lifecycle Management Strategy

*This is a content retention policy for a 5-year document retention period. It can be used as-is or as a starting point.*

All spaces in Confluence are subject to a retention policy, enforced with the [Better Content Archiving for Confluence app](#).

Space administrators are responsible for managing the content of their space. Activities that they need to perform, or delegate, relating to Content Retention include:

- Reviewing expired content, and updating when appropriate
- Allowing historical content to archive as it becomes irrelevant
- Preventing relevant content from archiving

## Why have a retention policy?

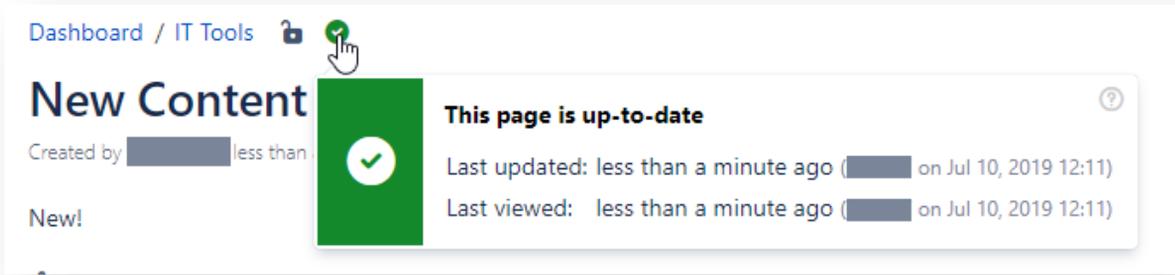
A retention policy helps in several ways:

- Automatically cleans up Spaces with old/aging content, keeping content in Confluence relevant. Prevents content from going stale.
  - Makes it easier to find useful information (obsolete info doesn't clog up search results)
  - Optimizes space usage
- Without automated retention policies, content in Confluence would grow nearly infinitely, leaving us with an enormous, lumbering library of content that is increasingly obsolete/irrelevant over time.

## New content / up to date

Content that is new, or that has been updated or confirmed in the past 1460 days is considered "up-to-date".

Content status indicator on Confluence Data Center:



Content status indicator on Confluence Cloud:

## Porting neural network to application specific hardware



Owned by Levente Szabo [Midori], created with a template ...  
Last updated: Jul 12, 2023 • 1 min read • Up-to-date

### Objective

The three primary variants of LiDAR sensors that output data as either 1D, 2D or 3D spaces, and the intensity information.

### Success metrics

Project goals that help judge success.

Goal
Video signal processing

Up-to-date

Owners:

- Casey Ford
- Robert Mongose

Last viewed by:

- Dalia Lens 5 minutes ago

Last updated by:

- Levente Szabo [Midori] 16 days ago

✎ ✓ 📊 ⋮

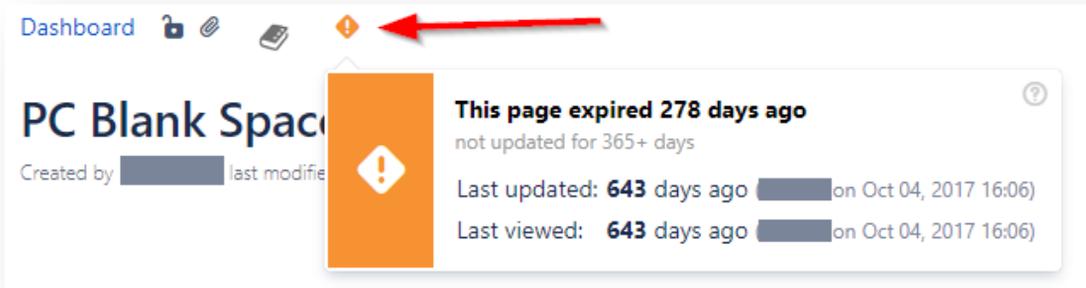
## Content Expiration

If a piece of content is not updated for 1460 days (4 years), it is marked as "Expired".

Pages that are expired are still available in Confluence but will have an icon and information about the expiration located at the top of the page.

Expiration simply means that the content hasn't been updated in a while and should be reviewed. If no action is taken, it will be archived after one of being expired.

Confluence Data Center:



Confluence Cloud:

## Porting neural network to application specific hardware



Owned by Levente Szabo [Midori], created with a template ...  
 Last updated: Jul 12, 2023 • 1 min read • Expired

### Objective

The three primary variants of LiDAR sensors that c  
 2D and 3D LiDAR. LiDAR sensors output data as a  
 either 1D, 2D or 3D spaces, and the intensity info

include 1D,  
 a (PCD) in

### Success metrics

Project goals that help judge success.

Goal
Video signal processing
Laser returns

**Expired**

Expiration date:  
 2023-07-26 2 days passed

Owners:  
 Casey Ford  
 Robert Mongose

Last viewed by:  
 Dalia Lens 8 minutes ago

Last updated by:  
 Levente Szabo [Midori] 16 days ago

Space Admins will be notified when content expires. Emails are sent to Space Admins weekly with a digest of content that has expired or has been archived.

The actions to take on expired content are:

- Update the content, if needed.
  - Editing the page and saving changes will reset the expiration counter, and the content will go back to "up-to-date" status.
- Confirm the content is up to date with the "Confirm" quick action.
  - This will set the page back to "up-to-date" status without having to make edits and resets the expiration counter.

- Leave it expired, if it is OK that the content can expire according to the Content Archival policy.

### **Forcing Expiration**

If you find it helpful to proactively mark content as expired, you can use the quick action options to set an archiving date. Equally, you can use the "expire-yy/mm/dd" or "expire-single-yy/mm/dd" labels. (See reference link below for details).

One way this might be helpful is if you know you want to review and update content in the future - marking it as expired proactively will send the Space Admins a notification that the content is expired, which will prompt them to review.

[Page Expiration Tracking Reference Information](#)

## **Content Archival**

If content is not updated for 1825 days (5 years) it will be archived for a period of 1 year.

When content is archived, it is removed from the regular space and moved to a dedicated archived space (on Data Center) or moved to an archived state (on Cloud). The content doesn't show up in menus or in search features in Confluence unless you are specifically searching for archived content.

Archived Spaces and archived pages can be browsed in the space directory.

Content can be restored from the Archived space (Data Center) and archived status (Cloud) if needed before it is deleted. Once deleted, it is a permanent delete and is not able to be restored.

### **Forcing Archival**

If you would like to archive content proactively, ahead of the standard schedule, you may use the appropriate quick action to set archiving date or one of the "archive" page labels as described in the [Page Archiving Reference Information](#).

Archiving content proactively will help keep your Confluence space free of obsolete information, but you can still get data from the archive.