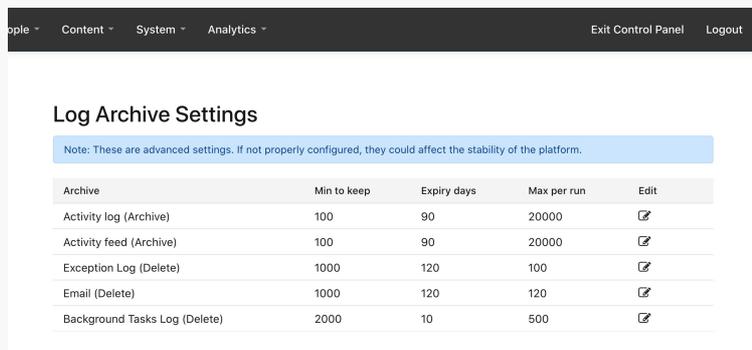
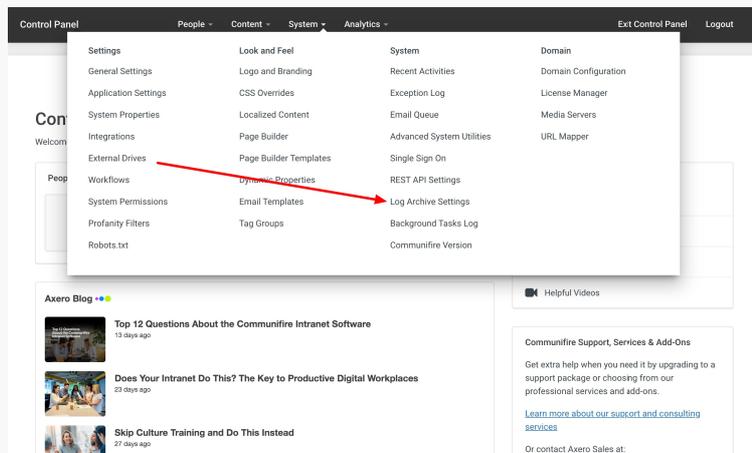


Log Archive Settings

Version 13

Published 1/28/2017 07:26 PM by [Bryce Johannes](#) Last updated 4/20/2021 10:34 PM by [Grace Kamau](#)

Control how often certain pieces of data are archived or deleted.



The screenshot shows the Control Panel interface. The top navigation bar includes 'Control Panel', 'People', 'Content', 'System', 'Analytics', 'Exit Control Panel', and 'Logout'. A dropdown menu is open under the 'System' tab, listing various settings categories. 'Log Archive Settings' is highlighted with a red arrow. Below the navigation, there are sections for 'Axero Blog' and 'Helpful Videos'. The second screenshot shows the 'Log Archive Settings' page with a warning note and a table of settings.

Archive	Min to keep	Expiry days	Max per run	Edit
Activity log (Archive)	100	90	20000	✎
Activity feed (Archive)	100	90	20000	✎
Exception Log (Delete)	1000	120	100	✎
Email (Delete)	1000	120	120	✎
Background Tasks Log (Delete)	2000	10	500	✎

The data is categorized under **Archive** or **Delete**. Archived data is compressed and archived in a separate table in the database so you can access it later via the database. Deleted data is deleted permanently to maintain your server's performance speed.

Archived data:

- Activity log
- Activity feed

Deleted data:

- Exception log
- Email

Note: The site keeps a log of all emails sent in the SQL database. This data can only be accessed using SQL Database tools. The following information is logged:

- Email To
- Email From
- Email Subject
- Date Sent
- Background tasks log

Settings:

- **Min to keep:** The minimum number of records to retain in the log regardless of date.
 - Example: If you set the min to keep value for email to 1000, then the site will always keep exactly 1000 email messages on your server. If your server reaches 1001 emails, the site will begin searching for records that are ready to be archived or deleted. The expiry days setting determines when a record is ready to be archived or deleted.
- **Expiry days:** The minimum age of content to archive or delete.
 - Example: If you set the expiry days for email to 120, then any email that is over 120 days old will be deleted. However, this only works if the number of emails on your server exceeds the min to keep value. If you only have 999 emails, but some of them are over 120 days old, those emails will not be deleted until you reach 1001 emails.
- **Max per run:** How many records can be moved at once. The rate is per day for most logs but twice per day for background task logs.
 - Example: If you set the max per run value for email to 500, then up to 500 emails – that are over 120 days old and exceed the min to keep value of 1000 – will be deleted per day. If you have a total of 1,501 emails on your server, and 501 of them are over 120 days old, it will take two days to delete these old records. On the first day, 500 old emails will be deleted. On the second day, one old email will be deleted.

[Edit Archive Setting](#)

tags : site-administrator