Log Archive Settings

Version 9

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In the Control Panel, you control how often certain pieces of data are archived or deleted.

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Settings
General Settings
Application Settings
Workflows
System Permissions
Profanity Filters
Robots.txt

Look and Feel
Logo and Branding
CSS Overrides

Log Archive Settings

Note: These are advanced settings. If not properly configured, they could affect the stability of the platform.

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

The data is categorized under **Archive** or **Delete**. Archive data is compressed and archived so you can access them later. Delete data is deleted permanently to maintain your server's performance speed.

Archive data:

- Activity log
- Activity feed

Delete data:

- Exception log
- Email
  Communifire keeps a log of all emails sent in the SQL database. This data can only be accessed using SQL Database tools.
  - 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 Communifire will always keep exactly 1000 email messages on your server. If your server reaches 1001 emails, Communifire 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