Job DeleteDocumentsFromMetaFolders

Purpose and status

The job deletes documents from the real folders that were generated from configured meta folders. Documents whose creation date is before the calculated cutoff date are deleted. The job is configurable and inactive by default in the job descriptor.

Configuration

- **Client:** The client must have a mapping between a repository and the metadata structure used for the meta folder.
- **Metadata structure and meta folder:** For each configuration row, the meta folder and the retention values years and months are selected. The i18n label for the deletion values is **Deletion parameters**.
- **Retention:** The cutoff date is calculated from today's date minus years and months. Documents before this cutoff date are deleted.

Processing

- Based on the metadata structure, the job determines all generated real folders and checks their documents.
- Deleted documents are recorded in a deletion log per folder owner.
- Errors when determining a folder or when deleting individual documents are logged; processing of other folders continues as far as the error path allows.