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# Setting Up an Escalation for Data Retention in Deskpro

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Escalations in Deskpro are a useful tool for managing data retention. You can configure tickets to be archived or deleted after a specific period, helping you comply with data retention policies.

## Step-by-Step Guide:

### Navigate to Escalations:

Go to Admin > Business Rules > Escalations > + New

### Select the Event:

- Choose the event "The ticket has been resolved for..."
- Set the duration (weeks or years) to determine how long the ticket will remain before being deleted.

#### 2 Event

The ticket has been resolved for... 2 years

### Configure Criteria (Optional):

- Criteria can be set to customize the escalation. For instance, you might choose to escalate tickets that have a certain label. In the example, you can see we're selecting tickets that have the label 'Contains contact info.'

#### 3 Criteria

Criteria that must match for the escalation to apply to a ticket.

When the following conditions are met:

Labels contains Contains contact info X

And any of the following conditions are met:

Select... Select...

### Define Actions:

- Specify the action to be taken on the ticket: either archive or delete.
- You can also define the reason for the action, such as "Data retention."

#### 4 Actions

These actions will apply when all of the criteria pass.

Then	the following actions will run
	<div data-bbox="379 286 790 318">Delete ticket</div> <div data-bbox="801 293 981 318"><input checked="" type="checkbox"/> Define reason for delete</div> <div data-bbox="801 338 1225 367">Reason <input type="text" value="Data retention"/></div>

 