Kofax TotalAgility - How does Job and Documents Retention policies function

Summary
20334

Applies to:
Kofax TotalAgility 7.2 or above.

Question:
I would like clarification on how Job and Documents Retention policies function

Answer:
A quick overview of how Job and Documents Retention policies function;

When the Retention policy system tasks runs, it adds a DeleteItem worker task for any documents with LastAccessedAt > defined deleted retention period.

For Job Retention policy, any completed or terminated jobs with finished time > defined retention period will have a DeleteItem worker task added with the job id.

Note: At this stage, Retention policy has only added the DeleteItems to the worker task table.

The Archive system task is responsible for performing the DeleteItems worker tasks. Archive system task runs by default consistently in-memory performing 50 items at a time. I would refine from changing its timeframe or it may cause a build-up of Archive or DeleteItems in the worker task table.
Important considerations:

Document Retention policy does not have a relationship with Jobs. Document retention policy has no way to know when a job completes, to only then mark the document for deletion. Also, completed jobs can be restarted after a period of time. This means its possible required and now live jobs could have their documents deleted if the defined Retention period is to soon.

However, to solve this problem functionality already existing in KTA to implement process logic using the Delete node and passing in the parent folder when they are completely confident the documents are not required any more.

The TotalAgility_Documents database is not meant for long term storage of documents. It is standard practice for documents to be deleted from KTA after they are exported or processing has been finished. For the upmost efficiently it is recommended to use the delete node and only use document retention as a backup.

Keywords: TotalAgility, retention, retention policy