

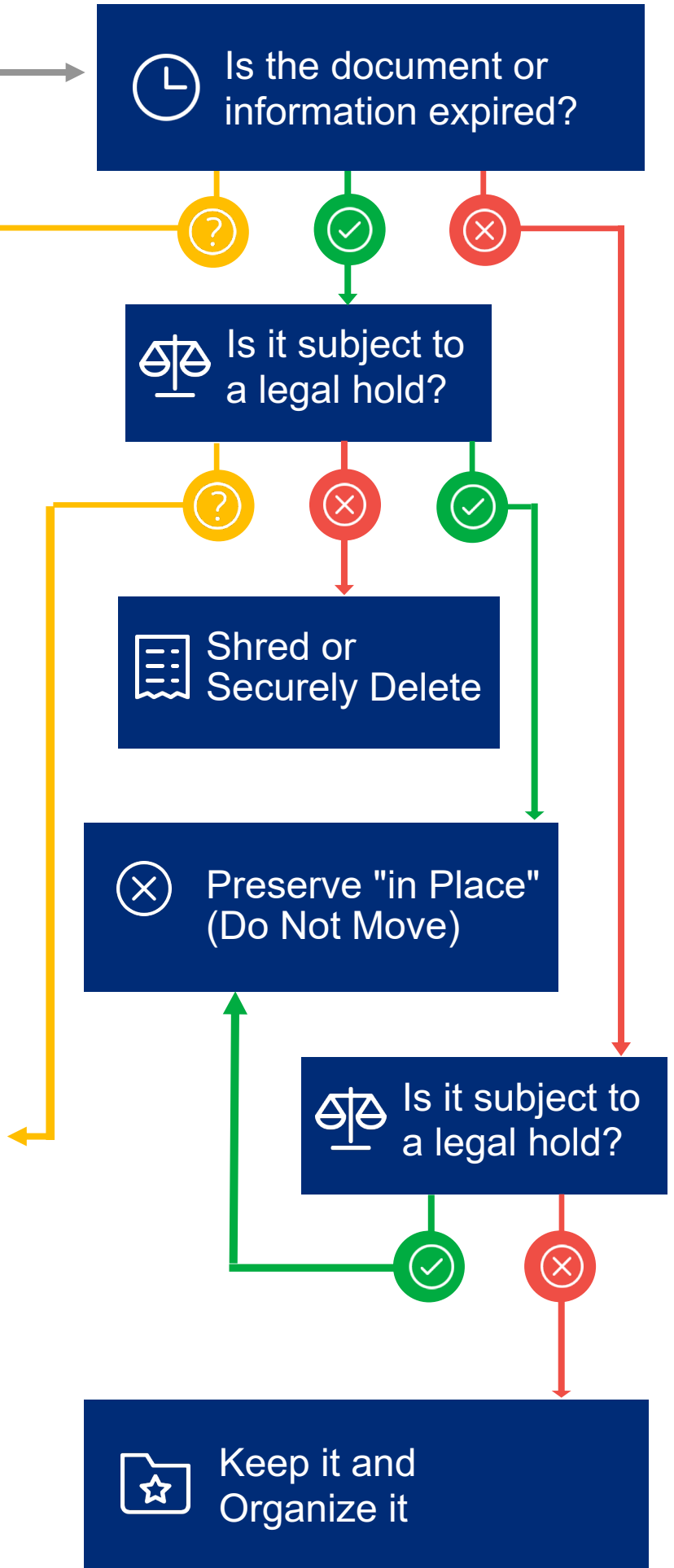
# CAN YOU THROW IT AWAY?

## You need to stay organized.

But part of that is knowing what we need to keep - and what we can throw out. Here's what you need to know.

**What's this?**  
 Some kind of information can be thrown away as soon as we don't need it anymore, but other kinds of information have to be kept for a set time period-in some cases, years.  
 If you have information that we need to keep for a set time period, you'll find rules in the [retention schedules](#) that apply to your team.  
 Before you do a big cleanup, review these schedules so you know what you need to keep.

**What's this?**  
 You will receive an email notice if you are subject to a legal hold. You have to preserve the information described, wherever it may be stored, for however long the legal hold remains in effect.  
 You can review your legal hold obligations at the [My Legal Holds Portal](#), especially before a document cleanup.  
 For more guidance, check out the [Legal Hold FAQs](#).



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