

Pruning Jobs & Retention Policy

Setting Up A Prune Job

There are two ways you can set up/schedule a prune job. You can do it through the backup server or through the dashboard. We suggest setting it up through the dashboard.

The screenshot displays the TAC Global dashboard interface. At the top, there's a navigation bar with 'Home', 'Billing', and a user profile 'Temilolu_Fayomi'. Below this, a 'Shared-1' dropdown and a 'Go to Server' button are visible. The main content area is divided into several sections:

- STORAGE:** A bar chart showing 841.75 MB used out of 250.00 GB. An 'Add Space' button is present.
- ENCRYPTION STATUS:** Displays '66.67%' encryption, with '2 of 3 backups encrypted'. A 'Recover Key' button is available.
- BACKUPS:** A table listing backup jobs with columns: TYPE, BACKUP ID, NOTES, SIZE, ENCRYPTED, BACKUP TIME, and VERIFICATION STATE.
- VERIFICATION JOBS:** A table listing verification jobs with columns: JOB ID, LAST RUN, LAST RUN STATE, NEXT RUN, FREQUENCY, RUN, EDIT, and DELETE.
- PRUNE JOBS:** A table listing prune jobs with columns: JOB ID, LAST RUN, LAST RUN STATE, NEXT RUN, FREQUENCY, RUN, EDIT, and DELETE. This section is highlighted with a red border.

The PRUNE JOBS table contains one entry: 'Default-Test' with a last run of 'Thursday, June 04, 2026 @ 12:00:00 AM', a last run state of 'OK', a next run of 'Friday, June 05, 2026 @ 12:00:00 AM', and a frequency of 'Daily'. Action buttons 'Run Job', 'Edit Job', and 'Delete Job' are provided for each entry, along with an 'Add New Job' button at the bottom right.

Under there you can view, edit, run or delete any existing jobs. To add a new job, hit Add New Job under the prune job table.

ADD PRUNE JOB

✕

ID

Frequency Schedule

▼

Retention Policy

Keep Last

Keep Hourly

Keep Daily

Keep Weekly

Keep Monthly

Keep Yearly

Comment

Add Prune Job

Once the prune job is added, it will show up in the prune jobs table.

Retention Policies

With pruning jobs you can set how long you'd like backups to be kept for. You can define multiple rules for the retention policy and a backup can be kept if it satisfies multiple rules defined. Pruning only removes the reference of your backups to your datastore, but it doesn't remove the actual backup. Backups are only removed when a garbage collection job is run. The table below refers to all the retention policy rules that can be applied. Proxmox also has a [pruning job simulator](#) you can use to visualize your rules.

Option	What it keeps	Example
<code>keep-last</code>	The N most recent backups, regardless of age	<code>3</code> — always keep the last 3 backups
<code>keep-hourly</code>	One backup per hour, for N hours	<code>24</code> — one per hour for the last day
<code>keep-daily</code>	One backup per day, for N days	<code>7</code> — one per day for the last week

Option	What it keeps	Example
keep-weekly	One backup per week, for N weeks	4 — one per week for the last month
keep-monthly	One backup per month, for N months	6 — one per month for the last half-year
keep-yearly	One backup per year, for N years	1 — one per year, kept indefinitely if set high

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