

Google Apps Backup and Restore Limits

The table below describes what can be restored from Google Apps when items are accidentally deleted.

Google Apps	Restore Limit and Process
Email	<p>Users can restore email in the Trash folder within 30 days. Navigate to your Gmail Trash, click on the email you want to restore, click the "Move to" icon, and click your inbox or a folder to restore the email to.</p> <p>ITS can restore an email that has been permanently deleted in the last 25 days if given a date range for the deleted email. All emails deleted in the date range will be restored.</p> <p>See: https://support.google.com/mail/answer/7401?hl=en&co=GENIE.Platform%3DDesktop&oco=0.</p>
Calendar	<p>Users can restore calendar events deleted within the last 30 days by navigating to calendar.google.com, clicking the gear icon, selecting "Trash", and clicking the restore arrow next to the event you want to restore.</p> <p>See: https://googleappsupdates.blogspot.com/2015/11/restore-deleted-events-in-google.html</p> <p>In limited circumstances, ITS may be able to obtain an XML file for a deleted calendar so that users can manually re-enter information from the deleted calendar.</p>
Drive and Docs	<p>Users can restore files that are placed in the trash by right-clicking on the file or folder, and selecting "Restore".</p> <p>See: https://support.google.com/drive/answer/2375102?hl=en&co=GENIE.Platform%3DDesktop</p> <p>ITS can restore files that were permanently deleted in the last 25 days if given a date range when the file was deleted. All items deleted during the date range will be restored.</p>
Sites	<p>Users can restore a site deleted within 30 days by visiting drive.google.com, right-clicking on the deleted drive site, and clicking "Restore".</p> <p>See: https://support.google.com/sites/answer/90598?hl=en</p>
Contacts	<p>Users can restore contacts deleted within the past 30 days, by navigating contact.google.com, clicking on the contact you want to restore, and then clicking "Recover".</p> <p>See: https://support.google.com/contacts/answer/7280886?hl=en&ref_topic=9160153</p>
Tasks	<p>Users can restore tasks deleted within the past 30 days, by clicking the gear icon, selecting "Trash", and clicking the restore arrow next to the task you want to restore.</p> <p>See: https://support.google.com/mail/answer/106237?hl=en</p>

For more on managing your files in Google drive, visit [Google Support](#).

Related Articles

- [Export App State Contacts to another Gmail Account](#)
- [Google Apps Backup and Restore Limits](#)
- [How to Check for Associated Google Services \(Former Employees, Students, or Retirees\)](#)
- [How to Retrieve Personal Google Drive Content](#)
- [How to Retrieve Personal Google Photos](#)
- [Retirees - Transferring Personal Gmail Data](#)
- [Transfer or Download Content from your App State Google Account](#)

[Search Knowledge Base](#)

[Submit a Service Request](#)