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	Users can restore email in Trash folder within 30 days. ITS can restore email that has been permanently deleted in the last 25 days if given a date range for the deleted email. All email deleted in the date range will be restored.
Calendar	Users can restore deleted calendar events by restoring them from their Trash. (see: http://googleappsupdates.blogspot.com/2015/11/restore-deleted-events-in-google.html) 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.
Drive and Docs	Users can restore files that are placed in the Trash by selecting the file or folder, and selecting "restore". 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.
Sites	Users can restore a site deleted within 30 days by visiting sites.google.com, viewing the "Deleted Sites" section, and clicking Restore Site. See: https://support.google.com/sites/answer/90598?hl=en
Contacts	Users can restore Contacts deleted within the past 30 days, by selecting the "More" button and "Restore Contacts"
Tasks	Users can restore Tasks deleted within the past 30 days, by selecting the Pop Up message "View Recently Deleted Items" which appears after you delete a Task. Select the curved arrow next to the deleted Tasks to undelete the Task. See: https://support.google.com/mail/answer/106237?hl=en

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