

# 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.</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 email deleted in the date range will be restored.</p> <p>See: <a href="https://support.google.com/mail/answer/7401?hl=en&amp;co=GENIE.Platform%3DDesktop&amp;oco=0">https://support.google.com/mail/answer/7401?hl=en&amp;co=GENIE.Platform%3DDesktop&amp;oco=0</a>.</p>
Calendar	<p>Users can restore deleted calendar events by restoring them from their Trash.</p> <p>See: <a href="https://googleappsupdates.blogspot.com/2015/11/restore-deleted-events-in-google.html">https://googleappsupdates.blogspot.com/2015/11/restore-deleted-events-in-google.html</a></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 selecting the file or folder, and selecting "restore".</p> <p>See: <a href="https://support.google.com/drive/answer/2375102?hl=en&amp;co=GENIE.Platform%3DDesktop">https://support.google.com/drive/answer/2375102?hl=en&amp;co=GENIE.Platform%3DDesktop</a></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 <a href="https://sites.google.com">sites.google.com</a>, viewing the "Deleted Sites" section, and clicking Restore Site.</p> <p>See: <a href="https://support.google.com/sites/answer/90598?hl=en">https://support.google.com/sites/answer/90598?hl=en</a></p>
Contacts	<p>Users can restore Contacts deleted within the past 30 days, by selecting the "More" button and "Restore Contacts".</p> <p>See: <a href="https://support.google.com/contacts/answer/7280886?hl=en&amp;ref_topic=9160153">https://support.google.com/contacts/answer/7280886?hl=en&amp;ref_topic=9160153</a></p>
Tasks	<p>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 undo the Task.</p> <p>See: <a href="https://support.google.com/mail/answer/106237?hl=en">https://support.google.com/mail/answer/106237?hl=en</a></p>

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

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