Reclaming free space on repository

We encounter a few factors that greatly increases the usage of Cameo Collaborator repository:

- **Cameo Collaborator stores archived versions for unlimited period of time**
  Once a new version of a project is published to Cameo Collaborator, the old project version becomes archived. After some time, which is by default 14 days, the archived version is moved to the trash folder, and is kept there for unlimited period of time.

- **Cameo Collaborator produces numerous backups**
  By default, the backups of both live and archived versions are produced once a day.

To reclaim a free space on the server repository, we recommend:

- Deleting archived versions periodically
- Saving less backups

Related pages

- Administrator Guide
  - Managing archived versions
  - Managing backups