# Archiving

Graham Smith - 2019-01-18 - [Managers & Site Owners](#)

Archiving can mean different things to different people, so this article covers several different methods available in Kahootz.

## Document control

Remember that Kahootz includes Automatic [Document version control](#) so you don't have to worry about finding ways to keep copies of old documents in a folder - previous versions of a document will be shown as older versions in Kahootz.

## Old content within a workspace

If there are individual parts of your workspace that are out of date or become less relevant, then you could create a folder called 'Archive' and move them into there.

This folder can also be made to be read-only - so that no further changes can be made but the documents are there for future reference.

> **Kahootz Tip:** when you modify the permissions on the folder you can choose to copy those permissions on all the items beneath that folder in one go!

## Archiving a whole workspace

If you are a workspace manager you can make the workspace read-only by going to the Configure Workspace cogwheel icon and choose Settings.

Within the Workspace Settings section, click Read-only.

## Taking data off Kahootz

In Kahootz, workspace managers can download the content of the workspace, or Kahootz support can run a data extraction service. For more information, see [Exporting your data](#).

If you have taken your data off Kahootz and want to delete the workspace, then managers can do that via Workspace Settings > Delete - see [Deleting a workspace](#).

But, do you need to remove things? Remember, storage on Kahootz is inexpensive and safe; and you can have as many workspaces as you like!

## Related Content

- [Exporting your Data / Off-Boarding](#)