Power Automate SharePoint Archive – Checklist

Download Your Checklist!
By the end of this article, you'll be able to download a checklist that guides you through setting up Power Automate flows to archive old SharePoint files and folders automatically and safely.

1. Define Archive Policy

- Decide archive rules (e.g. >1 year old)
- Align with compliance needs

2. Identify Target Libraries & Folders

- Select libraries with inactive content
- Prioritize high-volume areas

3. Create Power Automate Flow

- Create flow in Power Automate
- Use SharePoint connector

4. Configure Triggers (e.g. File Age)

- Configure triggers (Last Modified date)
- Add conditions for file types

5. Set Archive Destination

- Choose archive site/library
- Ensure correct permissions

6. Preserve Folder Structure

- Retain folder hierarchy
- Map source to destination paths

7. Test the Flow

- Test flow with sample files
- Validate archiving works correctly

8. Monitor & Maintain

- Review run history
- Update rules as retention needs change

Why This Checklist Matters:
Use this checklist to reduce manual cleanup, preserve folder structures, and ensure archived content is stored properly without disrupting active workflows.