

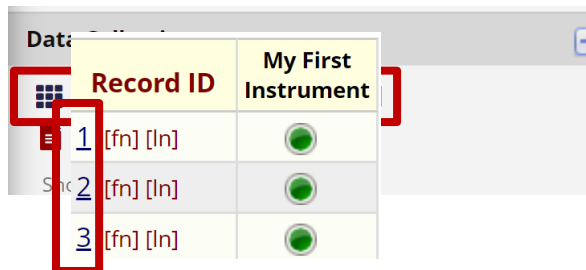
## Frequently Asked Question (FAQ) Library

### How do I delete a record?

**Note:** The REDCap@Yale support team does not delete data. This is the responsibility of the study team.

**Pro Tip:** This action is permanent. Once the form is deleted, the data cannot be recovered. For audit purposes, you should maintain documentation of deletion requests- target data, person requesting, date, and reason.

1. If you do **NOT** have user-right privileges to delete data:
  - a. Contact your Project Administrator (e.g. Data Manager) and ask them to delete the record.
2. If you have user-right privileges to delete data:
  - a. Open the Record Status Dashboard to view your data.



Record ID	My First Instrument
1 [fn] [ln]	
2 [fn] [ln]	
3 [fn] [ln]	

- b. Select the record to delete.
- c. On the Record Home Page, select '**Choose Action for record**' then select '**Delete record (all forms)**'

**Note:** Only users with the user-rights '*delete records*' will see the option to '**Delete records (all forms)**'.

