How do I delete a record from my project?

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

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 Status Dashboard]

   b. Select the record to delete.

   ![Record Home Page]

   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)’.

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