

Deleting Records

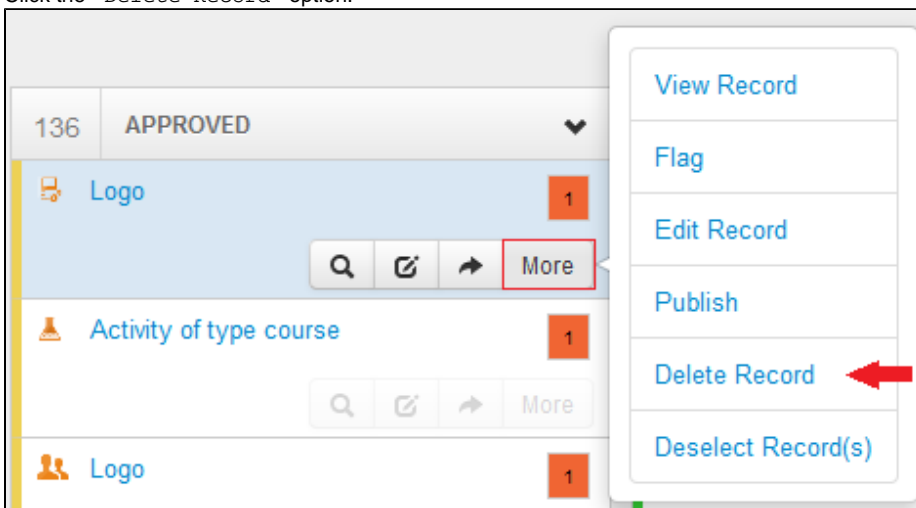
The following section outlines the available methods which can be used to delete records from the Manage Records page.

As a data source administrator, you can delete a record in any status: 'Draft', 'Approved' or 'Published'.

Draft and Approved records that have not previously been through to a status of 'Published' **do not have a backup**. When these records are deleted they are deleted permanently and cannot be restored via the [Deleted Records](#) page.

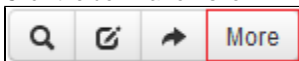
Deleting a single record

1. Click the 'More' button shown with each record.
2. A contextual menu will appear.
3. Click the 'Delete Record' option.



Deleting multiple records

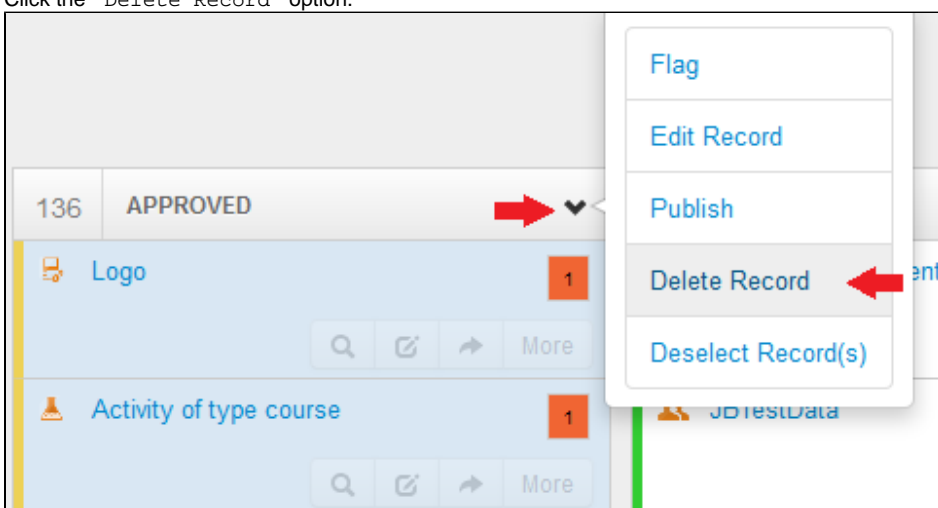
1. Select the records you would like to delete using one of the methods outlined in the [Selecting Records](#) section.
2. Click the down arrow shown in the top right hand corner of the table, OR click one of the 'More' buttons



shown with each selected record.

3. A contextual menu will appear.

4. Click the 'Delete Record' option.



More information:

- RDA publishing workflow
- Actioning records
 - Selecting Records
 - Viewing Records
 - Editing Records
 - Advancing Record Status
 - Flagging Records
- Display Options

« Advancing Record Status Flagging Records »