

Deleting TRIM Records

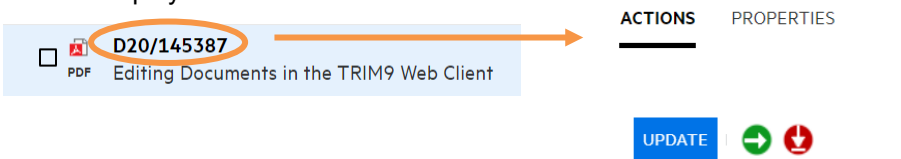
Occasionally a record requires deletion from TRIM, most often because it was accidentally put in TRIM twice. The Recycle Bin feature in TRIM allows an end user to quickly and easily send a record they have created in error to the TRIM Recycle Bin.

The TRIM Administrators from the Records Governance Services team regularly review the contents of the Recycle Bin and will delete records from the Recycle Bin when they believe it is appropriate to do so. If the Administrator feels a record should not be deleted, they will communicate this to the end user who sent the record to the Recycle Bin and discuss with them further. The Administrator will then delete the record from TRIM or restore the record based on the outcome of the communication with the end user.

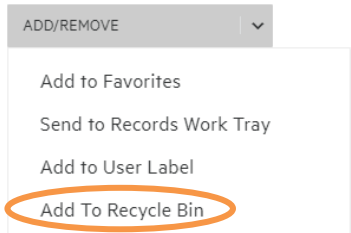
The process outlined above allows for records to be easily deleted from the system when appropriate to do so, however the mandatory review and approval of deletions by the Records Governance Services team ensures records are protected from accidental or malicious deletion.

To send a record to the Recycle Bin:

1. Locate the record which you want to send to the Recycle Bin.
2. Ensure the options for the record such as ACTIONS, PROPERTIES, UPDATE etc. are displayed on the right-hand side of your screen. If not, click on the record number once to display them:



3. Click on **ADD/REMOVE** and from the drop-down, select **Add to Recycle Bin**



4. The **'Add to Recycle Bin'** window will display. Click the drop-down arrow and select the reason why you would like the record deleted:

ADD TO RECYCLE BIN - D24/83532

Select a reason for recycling

Duplicate item

Duplicate item

Working paper

Draft item

Reference Material

External Material

Personal Data

5. Select **OK**. The record will be sent to the Recycle Bin and will no longer be viewable by end users.

ADD TO RECYCLE BIN - D24/83532

Select a reason for recycling

Duplicate item

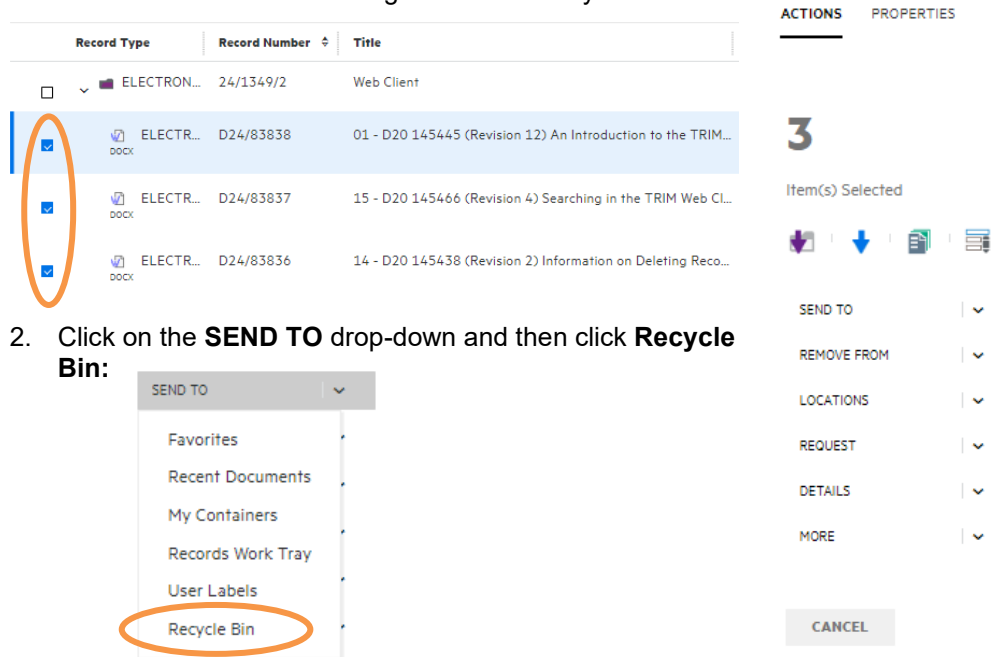
Add an entry to the record notes

OK CANCEL

Hint: Should you need to delete multiple records, it is possible to send two or more records to the Recycle Bin at once.

Note: If sending multiple records to the Recycle Bin at once, ensure that the reason that you would like the record deleted is the same for all records:

1. Tag the records you want to send to the Recycle Bin by clicking the tick box to the left of them. This will display the options for the records such as ACTIONS, PROPERTIES etc. on the right-hand side of your screen:



Record Type	Record Number	Title
<input type="checkbox"/>	ELECTRON... 24/1349/2	Web Client
<input checked="" type="checkbox"/>	ELECTR... D24/83838	01 - D20 145445 (Revision 12) An Introduction to the TRIM...
<input checked="" type="checkbox"/>	ELECTR... D24/83837	15 - D20 145466 (Revision 4) Searching in the TRIM Web CL...
<input checked="" type="checkbox"/>	ELECTR... D24/83836	14 - D20 145438 (Revision 2) Information on Deleting Reco...

ACTIONS PROPERTIES

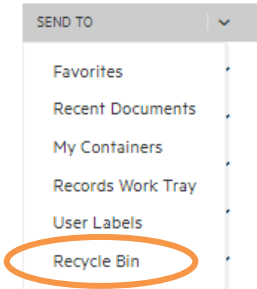
3 Item(s) Selected

SEND TO

- REMOVE FROM
- LOCATIONS
- REQUEST
- DETAILS
- MORE

CANCEL


2. Click on the **SEND TO** drop-down and then click **Recycle Bin**:



SEND TO

- Favorites
- Recent Documents
- My Containers
- Records Work Tray
- User Labels
- Recycle Bin**

3. The **'Add To Recycle Bin – All tagged Records'** window will display. Click the **drop-down arrow** and select the reason why you would like the records deleted:



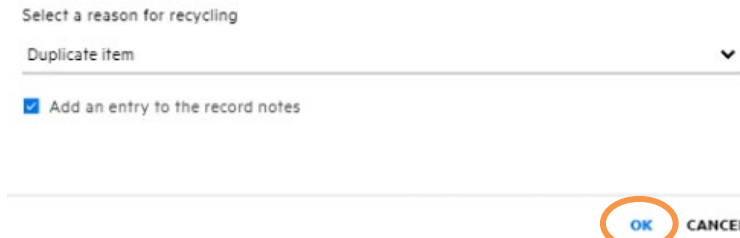
ADD TO RECYCLE BIN - ALL TAGGED RECORDS

Select a reason for recycling

- Duplicate item
- Working paper
- Draft item
- Reference Material
- External Material
- Personal Data

4. Select OK.

ADD TO RECYCLE BIN - ALL TAGGED RECORDS



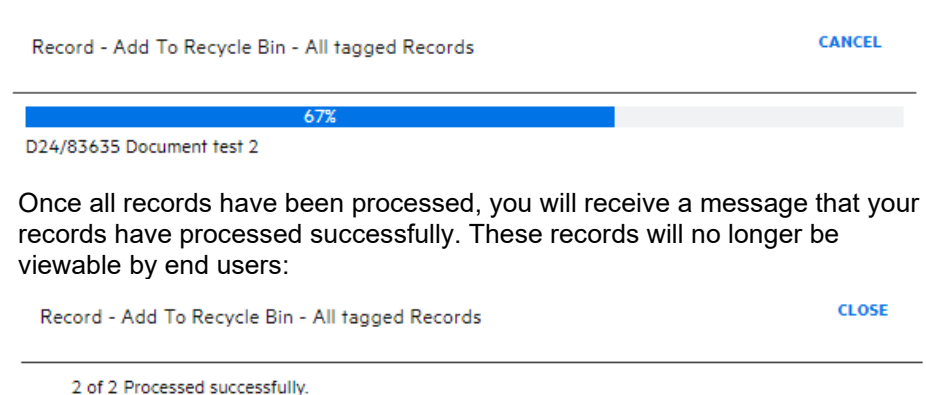
Select a reason for recycling

Duplicate item

Add an entry to the record notes

OK CANCEL

5. The **'Record – Add To Recycle Bin – All Tagged Records'** progress bar will appear at the bottom of the screen:



Record - Add To Recycle Bin - All tagged Records CANCEL

67%

D24/83635 Document test 2

Record - Add To Recycle Bin - All tagged Records CLOSE

2 of 2 Processed successfully.

6. Once all records have been processed, you will receive a message that your records have processed successfully. These records will no longer be viewable by end users:

If you're unable to delete a record for any reason, please email records@newcastle.edu.au requesting the deletion of the record, being sure to include in your email, the below information about the record which requires deletion:

- Record Number
- Record Title
- Reason why the record requires deletion e.g. Duplicate (if it is a duplicate, please also provide the Record Number of the record it is a duplicate of).