

Deleting Records

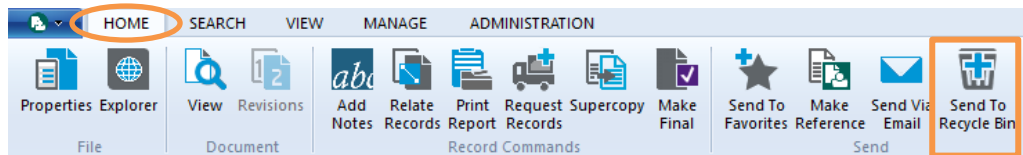
Occasionally a record requires deletion from TRIM9, most often because it was accidentally put in TRIM9 twice. The Recycle Bin feature in TRIM9 allows an end user to quickly and easily send a record they have created in error to the TRIM9 Recycle Bin.

The TRIM9 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 TRIM9 or restore the record based on the outcome of the communication with the end user.

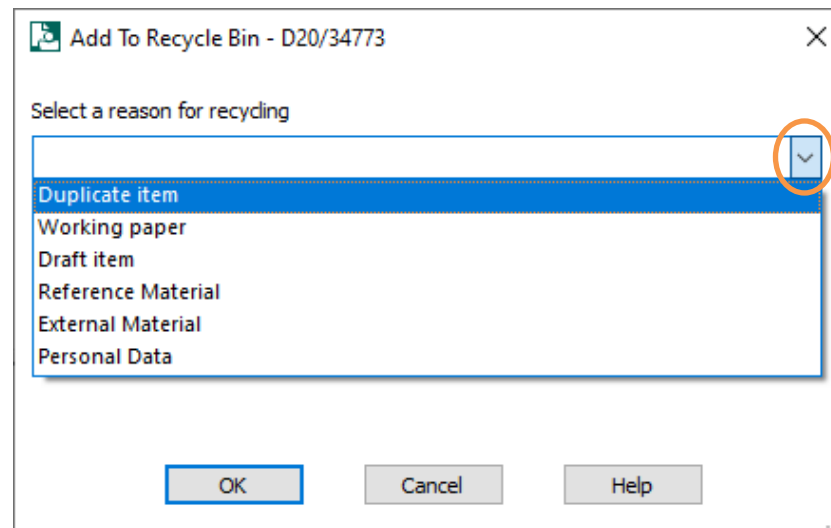
The process outlined above allows for records to be easily deleted from the system when appropriate to do so, however the mandatory review and approval of deletions by the Records Governance Services team ensures records are protected from accidental or malicious deletion.

To send a record to the Recycle Bin:

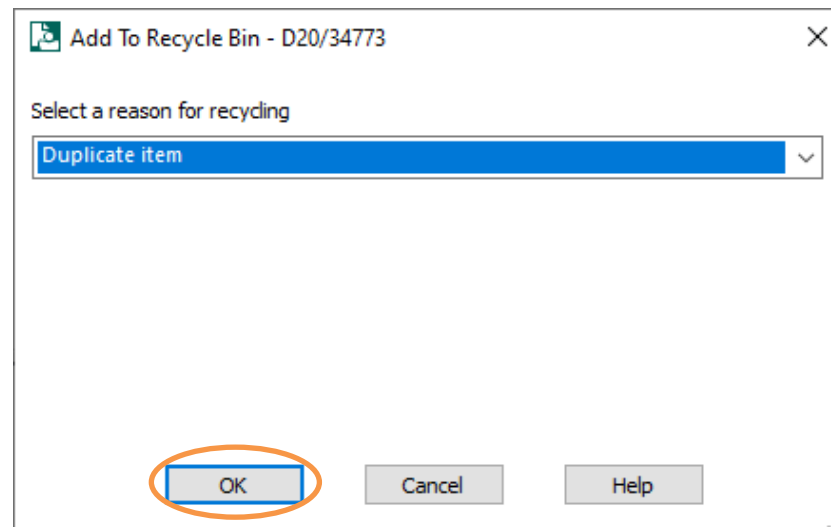
1. Locate the record which you want to send to the Recycle Bin and click on it once.
2. Select the **HOME** tab, then click the **Send To Recycle Bin** button:



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



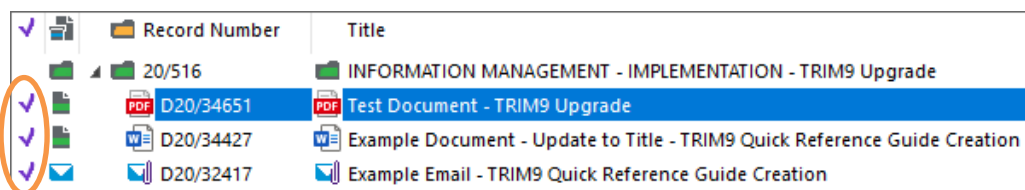
4. Select **OK**. The record will be sent to the Recycle Bin and will no longer be viewable by end users:



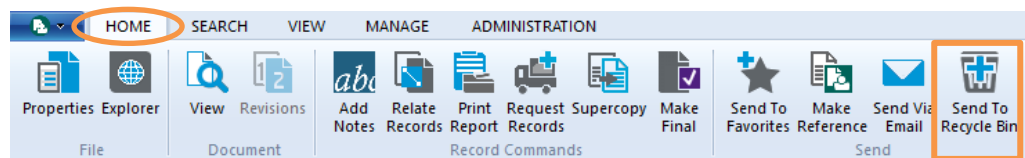
Hint: Should you need to delete multiple records; it is possible to send two or more records to the Recycle Bin at once.

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:

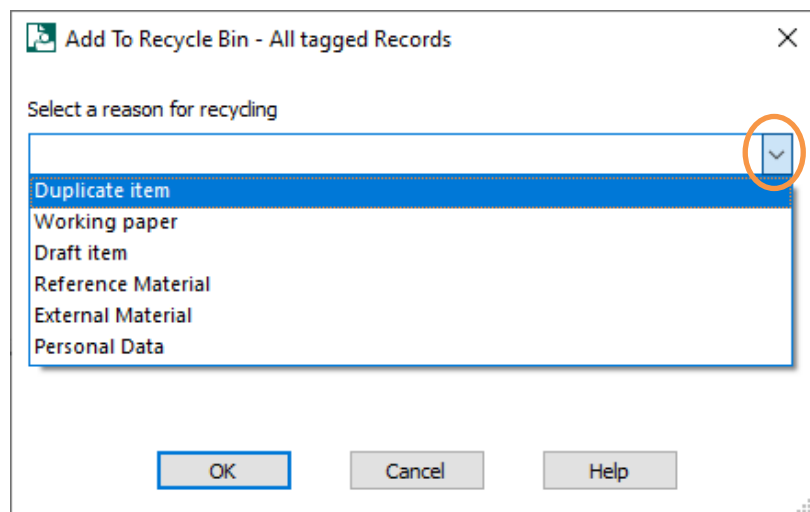
1. Tag the records you want to send to the Recycle Bin by clicking to the left of them:



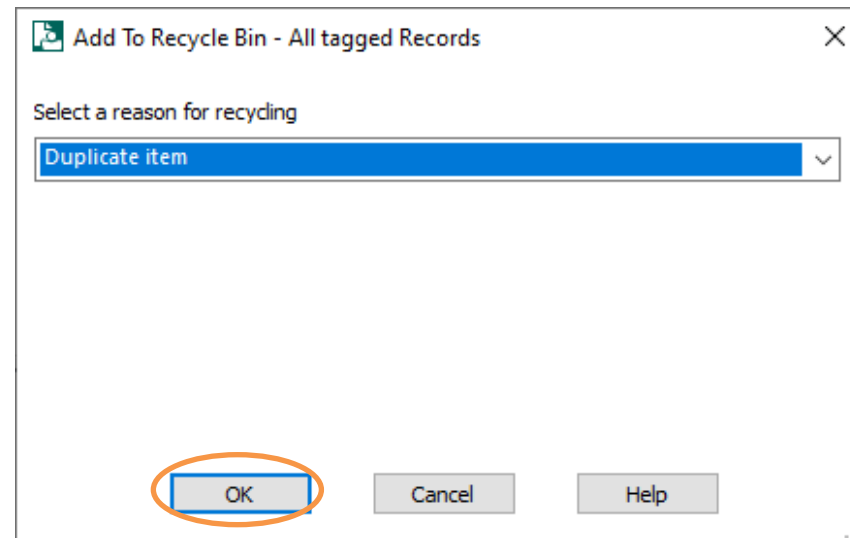
2. Select the **HOME** tab, then click the **Send To Recycle Bin** button:



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:



4. Select **OK**. The records will be sent to the Recycle Bin and will no longer be viewable by end users:



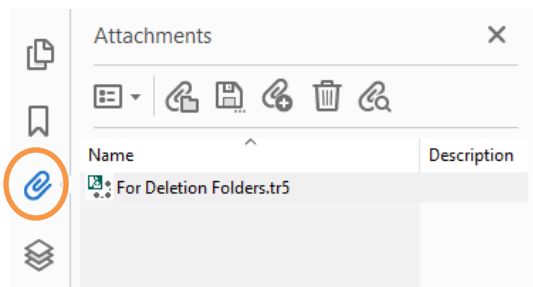
Deleting Records Created by Others

If you encounter an instance where you are not able to send a record to the Recycle Bin, it will likely be because the record was created by another TRIM9 user. In these instances, one option is to advise the creator of the record that the record requires deletion; and ask them to send it to the Recycle Bin. However, if this is not possible (the creator of the record is on leave or no longer works at the University etc.) then you will need to move the record to the appropriate 'FOR DELETION' folder for your area.

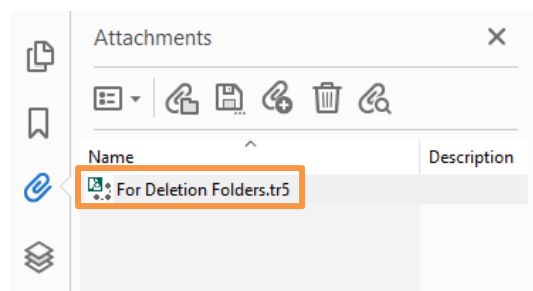
Hint: If you don't know the record number for the 'FOR DELETION' folder(s) for your area, there is a .tr5 TRIM9 Link titled 'For Deletion Folders.tr5' contained within the **Attachments Pane** of this Quick Reference Guide.

To locate and use this .tr5 file:

1. Ensure the **Attachments Pane** is open (on the left of the Adobe screen). If not, click the **Attachments Paper Clip button** to open it:



2. Double-click the **For Deletion Folders.tr5** file:



3. TRIM9 will display all 'FOR DELETION' folders which you have access to.

Hint: Once you have used this .tr5 TRIM9 Link to display all 'FOR DELETION' folders which you have access to, you may wish to send the appropriate 'FOR DELETION' folder(s) for your area to your Favourites (**Right-click → Send To → Favorites**) so that next time you need to delete a record via this method you have quick and easy access to the appropriate 'FOR DELETION' folder.

As with the Recycle Bin, the TRIM9 Administrators from the Records Governance Services team regularly review the contents of all the 'FOR DELETION' folders and will delete records from these folders 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 moved the record to the 'FOR DELETION' folder and discuss with them further. The Administrator will then delete the record from TRIM9 or restore the record based on the outcome of the communication with the end user.

To move a record which you would like deleted to a 'FOR DELETION' folder:

1. Add a note to the record which you would like deleted, explaining the reason for deletion. E.g. Please delete this record as it is a duplicate of D20/12345.

Hint: If you're not sure how to add a note to a record, please refer to the [TRIM9 - Quick Reference Guide - D20/145520 - Adding Notes to a Record in TRIM9](#)

2. Move the record which you would like deleted to the appropriate 'FOR DELETION' folder.

Hint: If you're not sure how to move a record to a different container, please refer to the [TRIM9 - Quick Reference Guide - D20/145537 - Moving Records between Containers in TRIM9](#)