**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.
   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).’