

How-to Use and Manage the Recycle Bin

Purpose:

The Recycle Bin enables site owners to retrieve items that they have deleted without requiring central administrative intervention (that is, restoring from backup tapes). Items that were deleted more than 30 days ago will be automatically removed. To manage deleted items for the entire Site Collection go the Site Collection Recycle Bin.

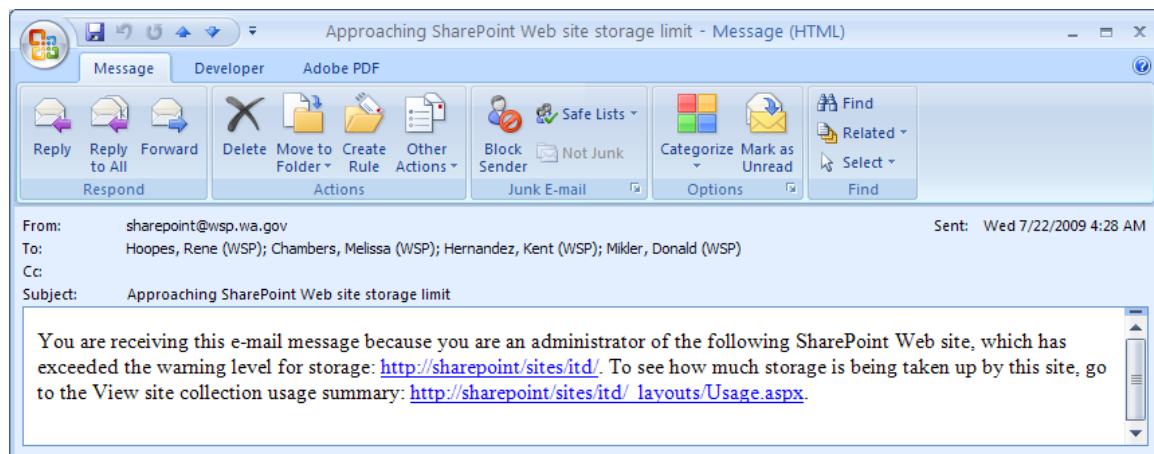
The following list describes the default settings for the Recycle Bin:

1. Select **Recycle Bin** from the Quick Launch to view all items that have been deleted within the last 30 days.
2. Check the checkbox next to the item to **Restore the Selection** or you can choose to **Delete the Selection**.

Second-stage Recycle Bin:

The second-stage Recycle Bin stores items that users have deleted from their Recycle Bins. Only site collection administrators can restore items from the second-stage Recycle Bin. The size that is specified for the second-stage Recycle Bin increases the total size of the team site. For example, if the team site limit is 500 MB and the second-stage Recycle Bin is set to 25 percent, the total amount that can be used by the site is 625 MB.

Just as with the Recycle Bin, items in the second-stage Recycle Bin will be automatically removed after a specified amount of time (by default, 30 days). However, when the size limit of the second-stage Recycle Bin is reached, items are automatically removed from the second-stage Recycle Bin beginning with the oldest items.



Note: ITD Web Support will be notified when a Team site is approaching its size limit. They will, in turn, notify the Web Author of the site so they can reduce or empty their recycle bin.