REDCap – How to Archive or Delete a Project

- From the Project Home page, select ‘Other Functionality.’

- **To delete the project:** Under Project Management, select ‘Delete the project.’ A pop-up window will display. Type “DELETE” in the text box and hit the ‘Delete the project’ button.
  - *Note: This will permanently delete the project, and you will not be able to retrieve any data or forms from this project once it has been deleted.*
• **To archive the project:** Under Project Management, select ‘Archive the project.’
  - **Note:** You can still access archived projects from the My Projects page by scrolling to the bottom of your projects list and selecting ‘Show Archived Projects.’