

# Recovering Deleted Files in SharePoint and OneDrive

When you delete items from SharePoint and OneDrive, they aren't permanently removed straight away. Deleted items go into the recycle bin for a period of time before being permanently deleted. The following instructions will help in retrieving files from both SharePoint and OneDrive.

## SharePoint

If you delete a list item, document or list/folder in SharePoint, it will **remain in the site's recycle bin for 93 days**.

### Recovering a File from the recycle bin

Only a user with **“edit” permissions or higher** can access the recycle bin. To access the recycling bin, follow the steps below:

1. Click the cog in the top right-hand corner.



2. Select **“site contents”**
3. Then click the **“Recycle bin”** button at the top right of the page.

 Recycle bin (0)

4. Select the file you wish to recover.
5. Click the **“Restore”** button.



## Second Stage Recycle Bin

If you empty your recycle bin or individually delete items from your recycle bin, the document, list item, list, or folder will be **moved to a second-stage recycle bin where it will remain for the rest of its 93 days** (or permanently deleted by an administrator). The second stage recycle bin **can only be accessed by a site administrator or SharePoint administrator**.

**If a site is deleted**, it will automatically enter the second stage recycle bin and will need to be recovered by an administrator.

**IMPORTANT:** Once the deleted item has been in the recycle bin for 93 days or deleted from the second-stage recycle bin, it will be **permanently deleted from SharePoint and cannot be recovered** even by a SharePoint administrator.

## OneDrive (Online)

### Recovering a File from the recycle bin

If you delete an item from your OneDrive online (via 365.lincoln.ac.uk), it will **be moved to your OneDrive recycle bin**. If you wish to recover the item, follow the steps below:

1. Click **“Recycle bin”** in the left-hand menu.



2. Select the file you wish to recover.
3. Click the **“Restore”** button at the top of the page.



If you delete the item from your Recycle bin, you will find it in the **second-stage recycle bin**. A link to this can be found at the **bottom of the recycle bin**.

Can't find what you're looking for? Check the [Second-stage recycle bin](#)

**IMPORTANT:** If an item stays in either of the recycle bins for over 93 days, it will be **permanently deleted and cannot be recovered** by service administrators.

### Second-Stage Recycle Bin

If you have the necessary permissions to access the **second-stage recycle bin**, there will be a link visible at the **bottom of the regular recycle bin**.