REDCap: Project Backup and Deletion Steps

Please follow these steps if you wish to download the project data from REDCap (Research Electronic Data Capture) and delete the project, with Step 2 depending on whether your project is in Development or Production status.

If your project is in Analysis or Completed status, or or if the REDCap project is extremely large with many file attachments, please reach out to REDCap Support

1) **Download a copy or Back Up the project (Back up will be in XML format)**

- To make a copy or back up of the project including data, the user must have Project Design and Setup Rights for this project. This right is found in the User Rights application on the left navigation panel under 'Applications.'

- Project Home -> Other Functionality tab - > Copy or Back Up the Project> Download a back of data & metadata (XML)

- Download a backup of this project. The entire project (all records, instruments, fields, and project attributes) can be downloaded as a single XML file (CDISC ODM format). This XML file can be used to create a clone of the project (including its data, optionally) on this REDCap server or on another REDCap server (it can be uploaded on the Create New Project page). Because it is in CDISC ODM format, it can also be used to import the project into another ODM-compatible system.

2) Delete the project

Development Status -> Delete the project

- You may completely remove this project, in which all its data will be permanently deleted.

- To delete a project, the user must have Project Design and Setup Rights for this project

Data Management

× Delete the project	You may completely remove this project, in which all its data will be permanently deleted also.
Erase all data	You may erase all currently collected data in the project (including any survey responses), calendar events, documents uploaded onto forms/surveys, and all archived data export files stored in the File Repository, and any logged events that pertain to data collection.
Clear the Record List Cache	(Administrators only) If there appear to be records missing from the project (in reports, record status dashboards, or elsewhere), then the Record List Cache (a secondary list of all record names) might be out of sync and thus might need to be cleared. Clearing the cache will cause the Record List Cache to regenerate and bring back records that appear to be orphaned/missing in the project. (NOTE: This is normally not needed.)

Production Status -> Delete the project

- You may completely remove this project, in which all its data will be permanently deleted.

- To delete a project, the user must have Project Design and Setup Rights for this project

Data Management

× Delete the project	You may completely remove this project, in which all its data will be permanently deleted also. **(Administrators Only)**
Erase all data	You may erase all currently collected data in the project (including any survey responses), calendar events, documents uploaded onto forms/surveys, and all archived data export files stored in the File Repository, and any logged events that pertain to data collection. **(Administrators Only)**
Clear the Record List Cache	(Administrators only) If there appear to be records missing from the project (in reports, record status dashboards, or elsewhere), then the Record List Cache (a secondary list of all record names) might be out of sync and thus might need to be cleared. Clearing the cache will cause the Record List Cache to regenerate and bring back records that appear to be orphaned/missing in the project. (NOTE: This is normally not needed.)