# ****How to delete a notebook permanently from the Online Research Notebook****

## About permanent deletion of data from the Online Research Notebook

**Permanent deletion of notebook data is not possible through the Online Research Notebook user interface. This restriction is by design, in order to ensure research data transparency, security and auditability. While there is a setting in the Site Admin area that permits a notebook’s Owner to permanently delete a notebook (an entire notebook, not part thereof), La Trobe has chosen to disable that function at present. Consequently, only LabArchives Support personnel can permanently delete a notebook owned by a La Trobe researcher.**

**The** [Guidelines for use of the Online Research Notebook](https://www.latrobe.edu.au/research-infrastructure/digital-research/software-and-tools/online-research-notebook/) recommend that data which is known to require deletion at a later date should not be uploaded to the Online Research Notebook. Instead, a link can be created to such data where it resides on other La Trobe-approved storage. Refer to the [Linking to files and folders procedure](https://www.latrobe.edu.au/__data/assets/word_doc/0005/868991/Linking-to-a-file-or-folder-on-your-computer-or-the-La-Trobe-network.docx) for details.

**It is anticipated that researchers will rarely require deletion of their notebook(s).**

## Procedure

1. A researcher will place a request with IS via [Ask Services](https://latrobe.service-now.com/ict), requesting deletion of a notebook that they own. The researcher must attach written approval from their Supervisor (student researchers) or Head of School (staff researchers).

3. IS will place a request with LabArchives Support for the notebook to be deleted. Included in the request will be the name of the notebook owner and the name of the notebook to be deleted.

5. LabArchives Support staff will delete the notebook and advise IS.

6. IS will advise the researcher that the notebook has been deleted.

# Further information

Further information about notebook deletion can be found in the [Guidelines for use of the Online Research Notebook](https://www.latrobe.edu.au/research-infrastructure/digital-research/software-and-tools/online-research-notebook/).

Further information about creating links in a notebook can be found in the [Linking to files and folders procedure](https://www.latrobe.edu.au/__data/assets/word_doc/0005/868991/Linking-to-a-file-or-folder-on-your-computer-or-the-La-Trobe-network.docx).

Information about creating links of all kinds is available in the [LabArchives Knowledgebase article](https://www.labarchives.com/labarchives-knowledge-base/4-02-2-linking/).