Undeleting Record Sets in Leap

Sometimes a record set is deleted by accident, and library staff can potentially lose access to an important grouping of records! Record sets now go through a double-delete process, just like item records. This means that a deleted record set can be recovered and undeleted. Once a month, any remaining deleted record sets will be purged from the database.

**UNDELETE A RECORD SET**

Locate a deleted record set using the Find Tool. You can search for a deleted record set by using the Record Set ID or by looking for Record Status: Deleted.

Once you've located the record set, open it. You'll see the Record Status field says, "Deleted." Use the Actions drop-down menu at the top and select Undelete. The Record Status will now be Final.

(Note: if Delete is selected for a record set with a status of "Deleted," the record set will be fully deleted from the database and will not be able to be undeleted or retrieved in any way.)