

Repository Cleanup

Last Modified on 12/14/2025 8:45 pm CST

[Field Descriptions](#) | [Running a Test](#) | [Running the Cleanup](#)

Tool Search: Repository Cleanup

The Repository Cleanup tool allows you to permanently remove files from the Campus Digital Repository (CDR). Occasionally, it may be necessary for you to remove files permanently. For example, you might have a District policy that requires removing documents for students who are no longer enrolled.

You do not need to use this tool to remove missing or incomplete files. All missing files and incomplete uploads are automatically purged from the CDR daily at 5 AM.

Repository Cleanup ☆

System Settings > Digital Repository > Repository Cleanup

Repository Cleanup

This tool allows users to permanently remove files that were uploaded to the Digital Repository.

Uploaded on or before:

Service/Campus Tool:

Ad Hoc Filter (uploaded by):

Ad Hoc Filter (uploaded for):

Include Detail:

Report Format: PDF csv

Repository Cleanup Tool

See the [Digital Repository Tool Rights](#) article for details on available tool rights.

Field Descriptions

Field	Description
Uploaded on or before	Files that were uploaded on or before the date you select in this field will be permanently removed.
Service/Campus Tool	This is a comprehensive list of Campus tools where documents have been uploaded. Only files that were uploaded in the tools you select will be deleted.

Field	Description
Ad Hoc Filter (uploaded by)	Select an Ad Hoc filter to only remove files uploaded by a specific person or person(s). Ad Hoc Filters do not limit the repository cleanup to specific calendars.
Ad Hoc Filter (uploaded for)	Select an Ad Hoc filter to only remove files uploaded for a specific person or person(s). Ad Hoc Filters do not limit the repository cleanup to specific calendars.
Include Detail	When this checkbox is marked, the report that displays after the test and cleanup will include the following details for each file: file name, file size, upload date, uploaded by and uploaded for. If this checkbox is not marked, a simple summary with the number and total size of the files displays in the report.
Report Format	After running the test or the actual removal of files, a report displays in the format you select.

Running a Test

1. Determine if you would like file name, file size, upload date, uploaded by, and uploaded for data to be included in the test report. If so, mark the **Include Detail** checkbox.
2. Select the **Report Format**: PDF or CSV
3. Click the **Run Test** button to view a summary report of the files that will be permanently removed.

You must use the **Run Test** feature before permanently removing files.

Repository Cleanup 

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Uploaded on or before:

Service/Campus Tool:

Ad Hoc Filter (uploaded by):

Ad Hoc Filter (uploaded for):

Include Detail:

Report Format: PDF CSV

Below is an example of the cleanup report with details included (shown in the Success Detail section).

070280000 DISTRICT District <small>Generated on 09/27/2023 11:05:48 AM Page 1</small>	Digital Repository Cleanup Report																																			
THIS IS A TEST. NO FILES HAVE BEEN REMOVED FROM THE DIGITAL REPOSITORY.																																				
Summary																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Service/Campus Tool</th> <th style="width: 20%;">Number of Files Failed</th> <th style="width: 20%;">Number of Files Succeeded</th> <th style="width: 40%;">Size of Files Succeeded</th> </tr> </thead> <tbody> <tr> <td>Instruction/Curriculum</td> <td>0</td> <td>29</td> <td>1.02 MB</td> </tr> <tr> <td>Finance Bank Statements</td> <td>0</td> <td>0</td> <td>0.00 MB</td> </tr> <tr> <td>Discussions</td> <td>0</td> <td>0</td> <td>0.00 MB</td> </tr> <tr> <td>Behavior</td> <td>0</td> <td>1</td> <td>0.00 MB</td> </tr> <tr> <td>Total</td> <td>0</td> <td>30</td> <td>1.02 MB</td> </tr> </tbody> </table>		Service/Campus Tool	Number of Files Failed	Number of Files Succeeded	Size of Files Succeeded	Instruction/Curriculum	0	29	1.02 MB	Finance Bank Statements	0	0	0.00 MB	Discussions	0	0	0.00 MB	Behavior	0	1	0.00 MB	Total	0	30	1.02 MB											
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Digital Repository Cleanup Report in PDF with Details

Running the Cleanup

You must use the **Run Test** feature before permanently removing files.

1. Click the **Run Cleanup** button. A confirmation message displays.

Repository Cleanup ☆

System Settings > Digital Repository > Repository Cleanup

Repository Cleanup

This tool allows users to permanently remove files that were uploaded to the Digital Repository.

Uploaded on or before: ...

Service/Campus Tool:
 Behavior
 Discussions
 Finance Bank Statements
 Instruction/Curriculum
 Meetings

Ad Hoc Filter (uploaded by)
 Ad Hoc Filter (uploaded for)
 Include Detail:
 Report Format: PDF CSV

Run Test
Run Cleanup
←

2. Click **OK**. The files are now permanently removed and the Digital Repository Cleanup Report displays.

0281 SCHOOL
DISTRICT District

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Digital Repository Cleanup Report

Some files were not properly deleted from the cloud, please re-run the Cleanup Report

Summary

Service/Campus Tool	Number of Files Failed	Number of Files Succeeded	Size of Files Succeeded
Person Documents (default)	1	2	0.24 MB
Total	1	2	0.24 MB

Displaying files 1 - 3

Success Detail

File Name	Service/Campus Tool	File Size	Upload Date	Uploaded By
CDRUploadPaths	Person Documents (default)	0.04 MB	01/01/1960	Administrator, System
Component1	Person Documents (default)	0.19 MB	01/01/1960	Administrator, System

Failure Detail

File Name	Service/Campus Tool	File Size	Upload Date	Uploaded By
Component2	Person Documents (default)	0.16 MB	01/01/1960	Administrator, System

The report will detail which files were successfully deleted (Success Detail) and which failed to be deleted (Failure Detail). If some files failed to be deleted, please re-run the Repository Cleanup tool.