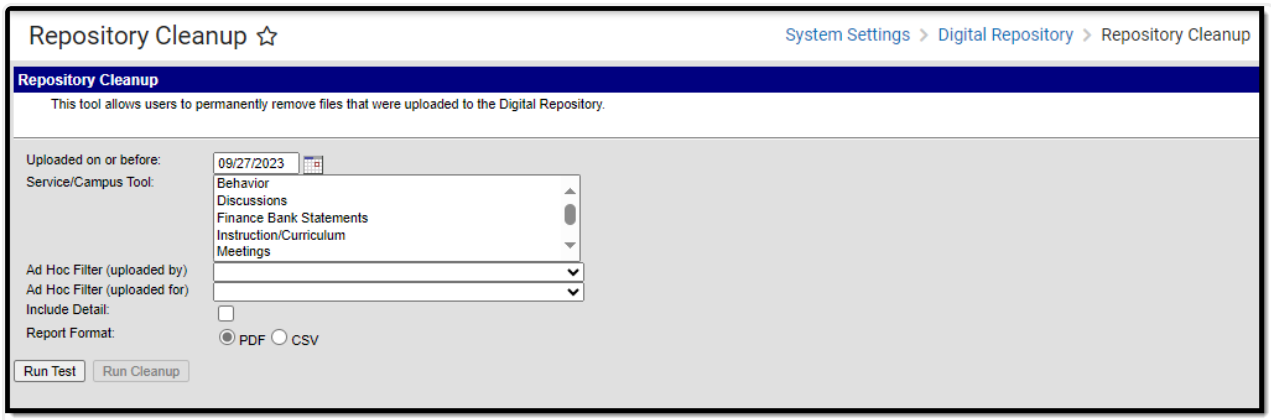
Repository Cleanup

Last Modified on 09/03/2026 3:41 pm CDT

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 Tool

> See the Digital Repository Tool Rights article for details on available tool rights.

Field Descriptions

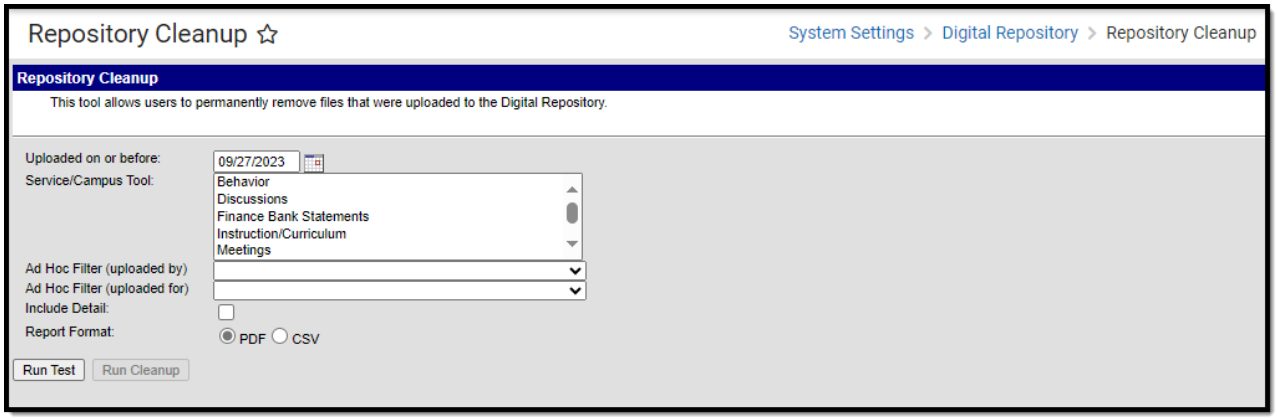
Field	Description
Uploaded on or before	Files that were uploaded on or before the date you select in this field will be permanently removed.

Field	Description
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.
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, and uploaded by. 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.

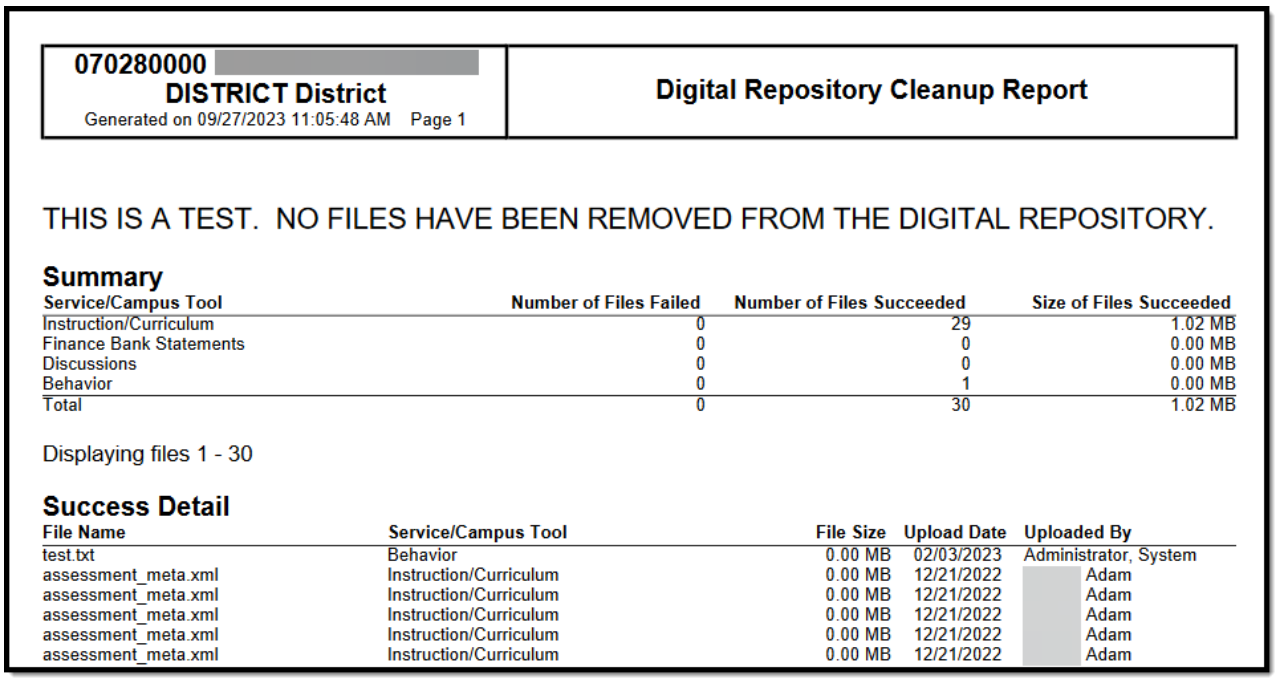
Running a Test

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.



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



070280000 [redacted]
DISTRICT District
Generated on 09/27/2023 11:05:48 AM Page 1

Digital Repository Cleanup Report

THIS IS A TEST. NO FILES HAVE BEEN REMOVED FROM THE DIGITAL REPOSITORY.

Summary

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

Displaying files 1 - 30

Success Detail

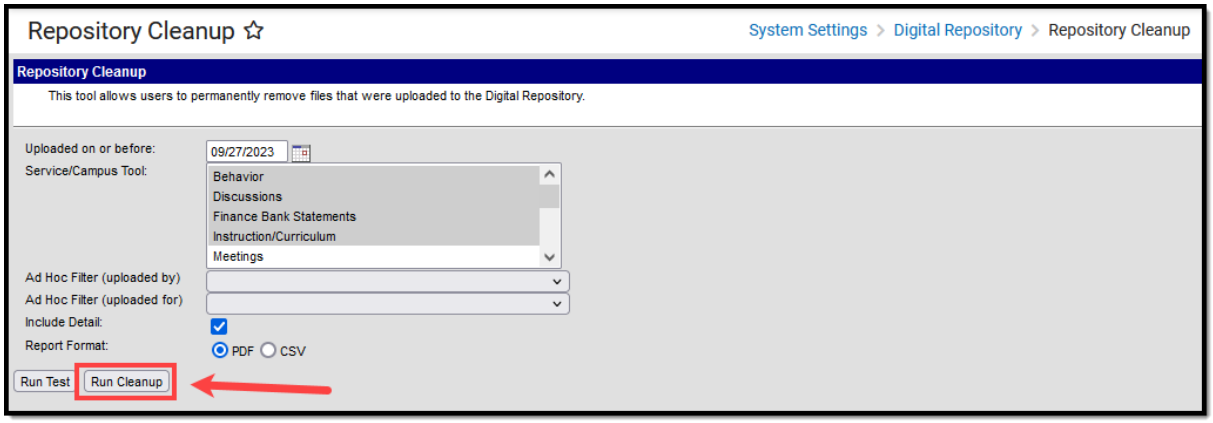
File Name	Service/Campus Tool	File Size	Upload Date	Uploaded By
test.txt	Behavior	0.00 MB	02/03/2023	Administrator, System
assessment_meta.xml	Instruction/Curriculum	0.00 MB	12/21/2022	[redacted] Adam
assessment_meta.xml	Instruction/Curriculum	0.00 MB	12/21/2022	[redacted] Adam
assessment_meta.xml	Instruction/Curriculum	0.00 MB	12/21/2022	[redacted] Adam
assessment_meta.xml	Instruction/Curriculum	0.00 MB	12/21/2022	[redacted] Adam
assessment_meta.xml	Instruction/Curriculum	0.00 MB	12/21/2022	[redacted] Adam

Digital Repository Cleanup Report in PDF with Details

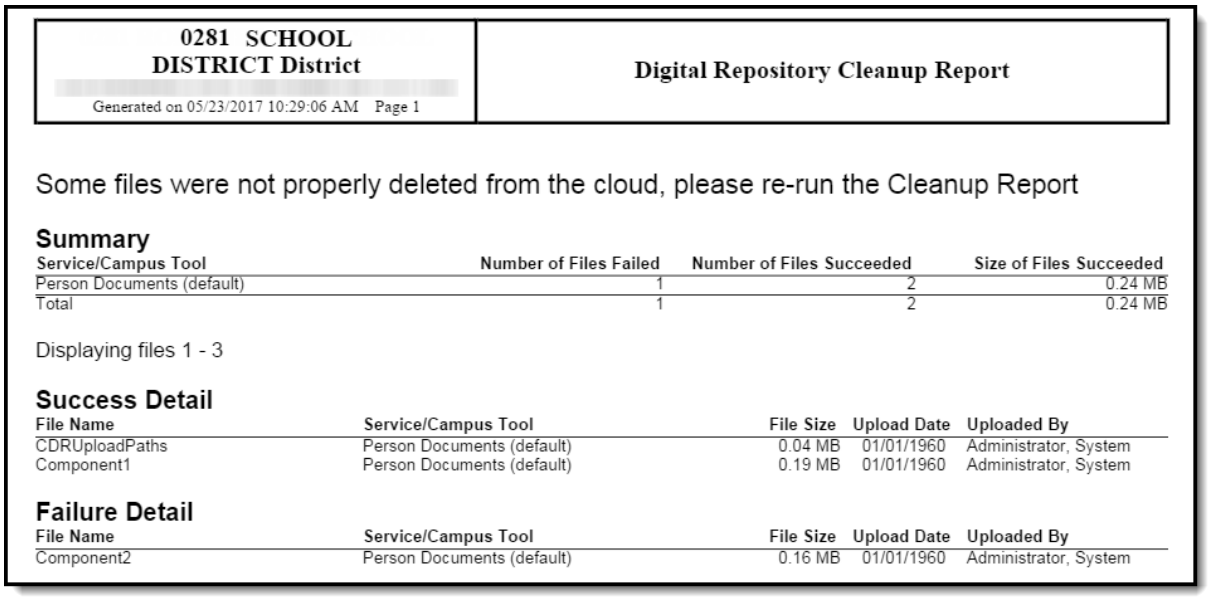
Running the Cleanup

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

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



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



0281 SCHOOL DISTRICT District

Generated on 05/23/2017 10:29:06 AM Page 1

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.