

Permanently delete items in recycle bin in Video Portal

Last Modified on 04/14/2026 1:35 pm IDT

 This article is designated for all users.

About

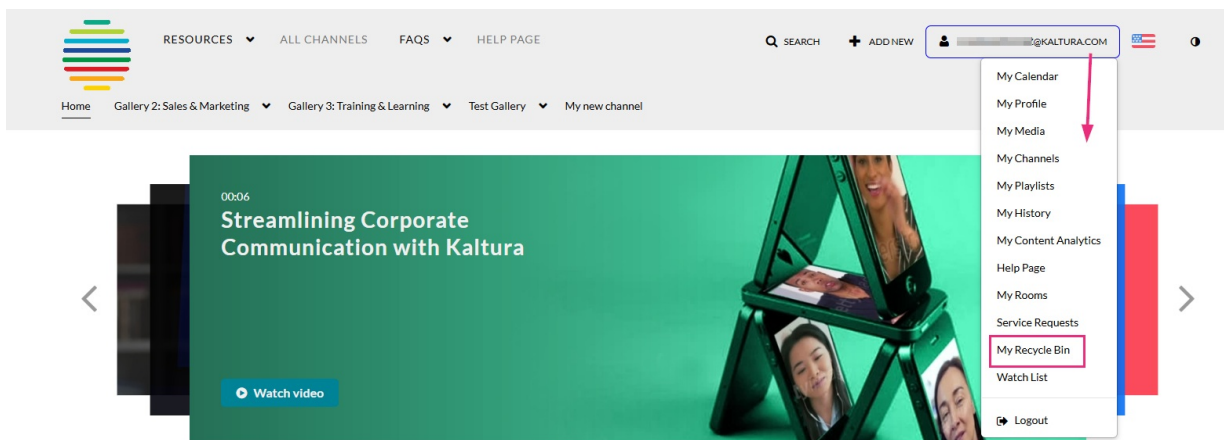
Although the items in the recycle bin are automatically deleted after a specified number of days, an item can also be permanently deleted manually by the media owner.



The **recycle bin retention period** (number of days items stay in the recycle bin before being permanently deleted) is configured by Kaltura account management or the Customer Care team.

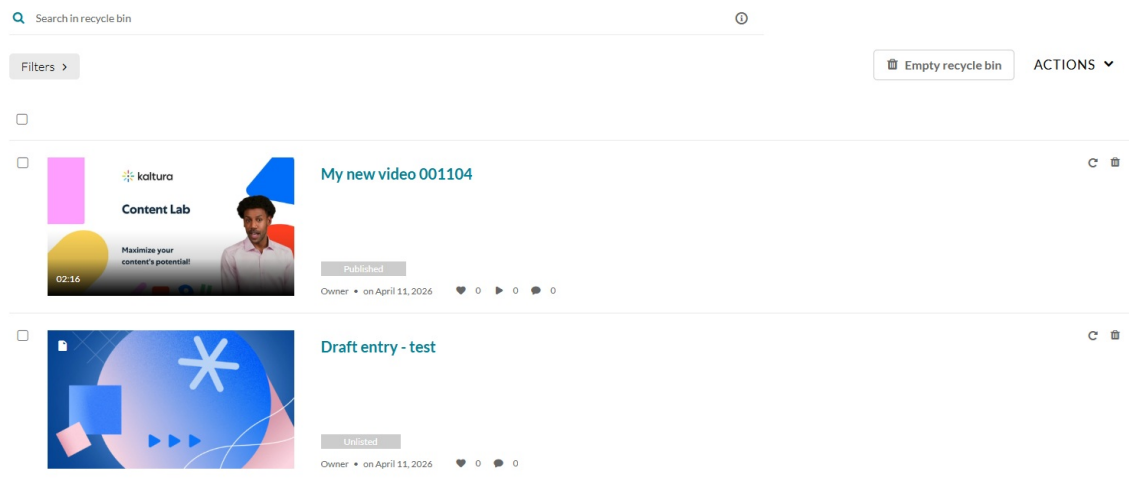
Delete a single item

1. From the user menu, choose **My Recycle Bin**.

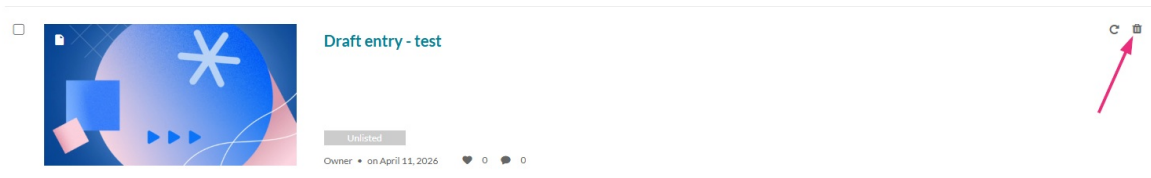


The **Recycle Bin** page displays.

Recycle Bin



2. Click the trash can icon next to the item.



A confirmation message displays.

3. Click **Delete**.

The item is permanently deleted.

Delete multiple items

If there are many media items in the Recycle bin, you can use the **Search** and **Filters** to find the items.

Recycle Bin



Filters ▾

Video x

Media Type

- All Media
- Video
- Quiz
- Audio
- Image

1. Select the boxes next to the items you want to delete.
2. Click the **Actions** menu at the top of the page and select **Delete**.

Recycle Bin

Search in recycle bin



Filters >

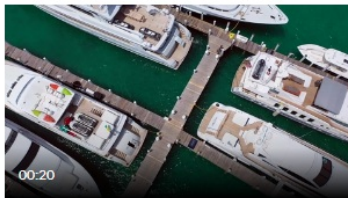
Empty recycle bin

ACTIONS ▾



Restore

Delete



Marina

Boats in marina

Published

sailing

marina

terminology

Owner • on March 25, 2023



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Sailing - Quiz



A confirmation message displays.

3. Click **Delete**.

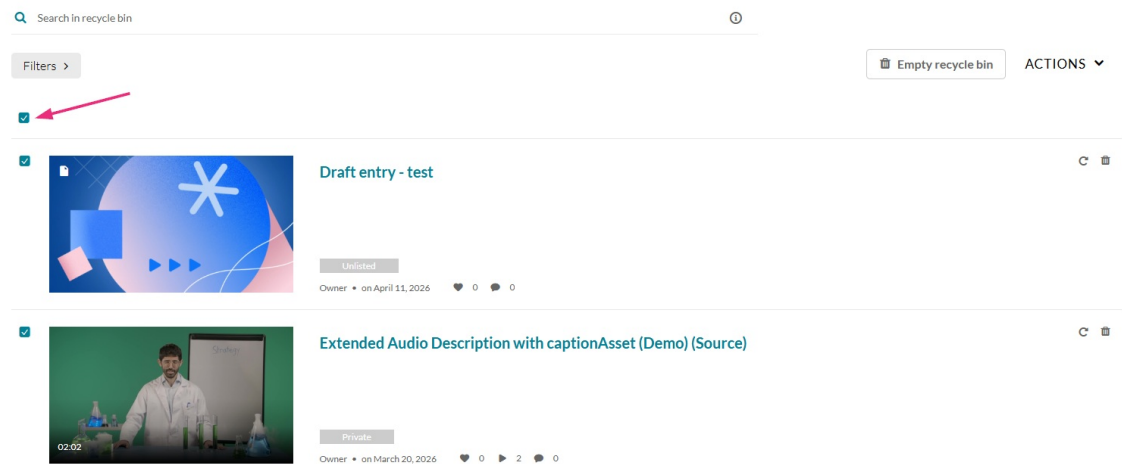


This functionality is limited to **1,000** entries per single action.

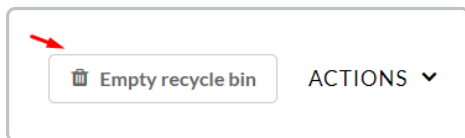
Empty the recycle bin

1. Click the checkbox at the top of the page to select all the items.

Recycle Bin



2. Click **Empty recycle bin** at the top of the page.



A confirmation message displays.

3. Click **Delete**.

Your recycle bin is empty.