

# Permanently delete items from recycle bin in Content Hubs

Last Modified on 07/01/2026 4:44 pm IDT

 This article is designated for all users.

## About

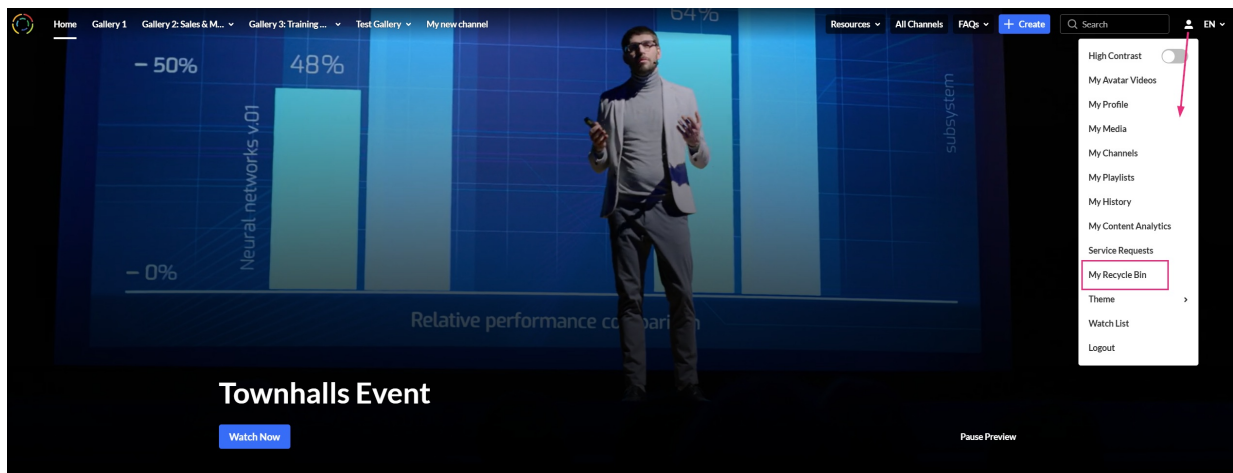
Media in the recycle bin is automatically removed after the configured retention period. If you no longer need an item, you can permanently delete it before the retention period expires.



- Permanently deleting media can't be undone.
- 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. Select **My Recycle Bin** from the user menu.



The **Recycle bin** page displays.

2. Find the item you want to delete. If needed, use Search or Filters to locate it.
3. Click the **three dots** to the right of the item and select **Delete**.

## Recycle bin

Items in the recycle bin will be automatically deleted after X days.

41 Results found

🗑️ Empty recycle bin ↻

**Clear all filters**

**Sort by**

- Relevance
- Creation date
- Update date
- A to Z
- Views
- Plays
- Likes
- Comments
- Webcast start date
- Webcast end date

**Media type**

- All media
- Video
- Quiz
- Audio
- Room
- Image

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↶ Restore  
↷ Delete

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A warning message displays.

4. Click **Delete**.

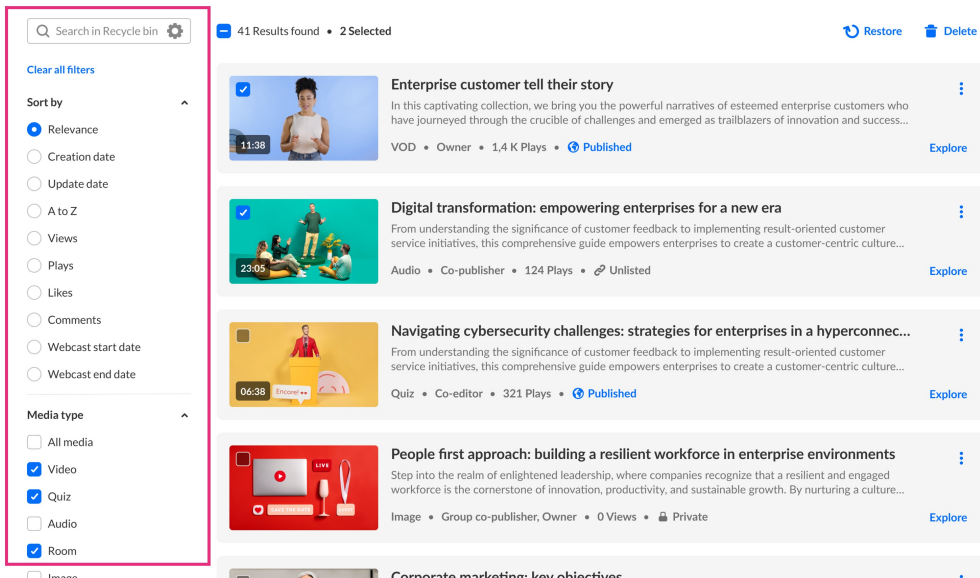
The item is permanently deleted.

## Delete multiple items

1. If there are many items in the Recycle Bin, you can use the **Search** and **Filters** function to find the items.

## Recycle bin

Items in the recycle bin will be automatically deleted after X days.



Search in Recycle bin

41 Results found • 2 Selected

Restore Delete

Clear all filters

Sort by

- Relevance
- Creation date
- Update date
- A to Z
- Views
- Plays
- Likes
- Comments
- Webcast start date
- Webcast end date

Media type

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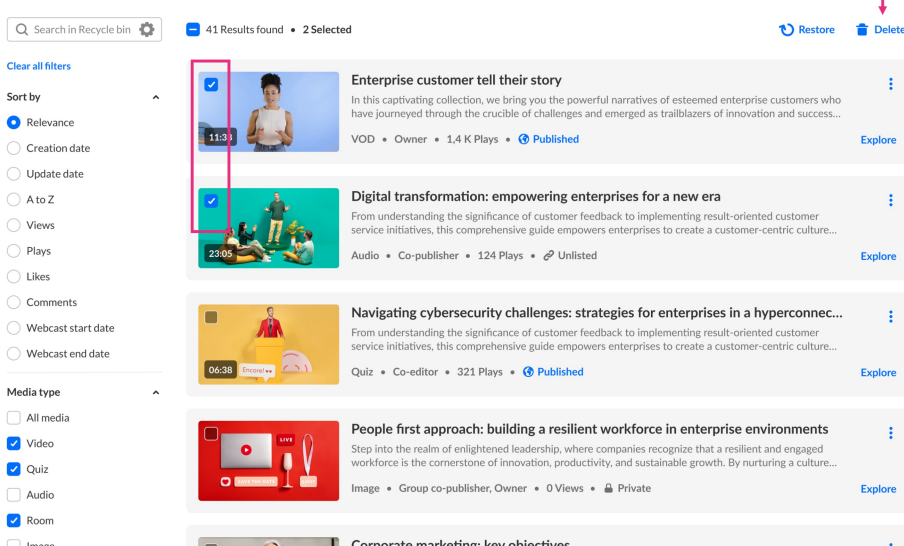
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2. Click the boxes next to each media item you want to delete.
3. Click **Delete** at the top right of the page.

## Recycle bin

Items in the recycle bin will be automatically deleted after X days.



Search in Recycle bin

41 Results found • 2 Selected

Restore Delete

Clear all filters

Sort by

- Relevance
- Creation date
- Update date
- A to Z
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- Comments
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A confirmation message displays.

4. Click **Delete**.  
The selected items are permanently deleted.



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

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