

# Data Retention - Deleted Responses

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### Overview

With Team plans and higher, you can view, restore, or permanently delete responses for forms and workflows.

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## Requirements

To access and configure purge settings a FormAssembly user account must

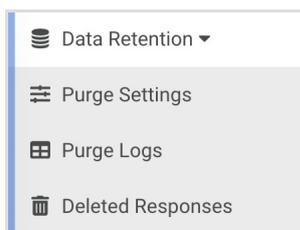
- be part of a Team plan or higher
- have Administration Permission granted

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## Deleted Responses

If you would like to view, restore, or permanently delete a deleted response, you can do so within the **Admin Dashboard**.

1. Select your user account dropdown from the top of the page, and select **Admin Dashboard**
2. Select the **Data Retention** dropdown from the left panel
3. Select **Deleted Responses**



4. Select the tab for **FORM RESPONSES** or **WORKFLOW RESPONSES**

You'll be redirected to the Deleted Responses page where you can Restore or Permanently Delete responses for forms and workflows. Simply check the checkbox next to the response you wish to

restore or permanently delete, and then click the corresponding button. You may bulk restore or bulk delete responses by selecting multiple responses from the table.

### Deleted Responses

As an admin you have the ability to permanently delete responses. Once you permanently delete a response it cannot be restored or accessed again.  
[Learn more about permanently deleting responses here.](#)

**FORM RESPONSES**    WORKFLOW RESPONSES

Search within all records...   

0 Responses Selected       

<input type="checkbox"/>	DELETED DATE ▾	RESPONSE ID ⇅	FORM NAME ⇅	FORM ID ⇅
<input type="checkbox"/>				
<input type="checkbox"/>				

Deleted responses are held indefinitely until they are either purged with the Data Purge functionality or permanently deleted with the method noted above.

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