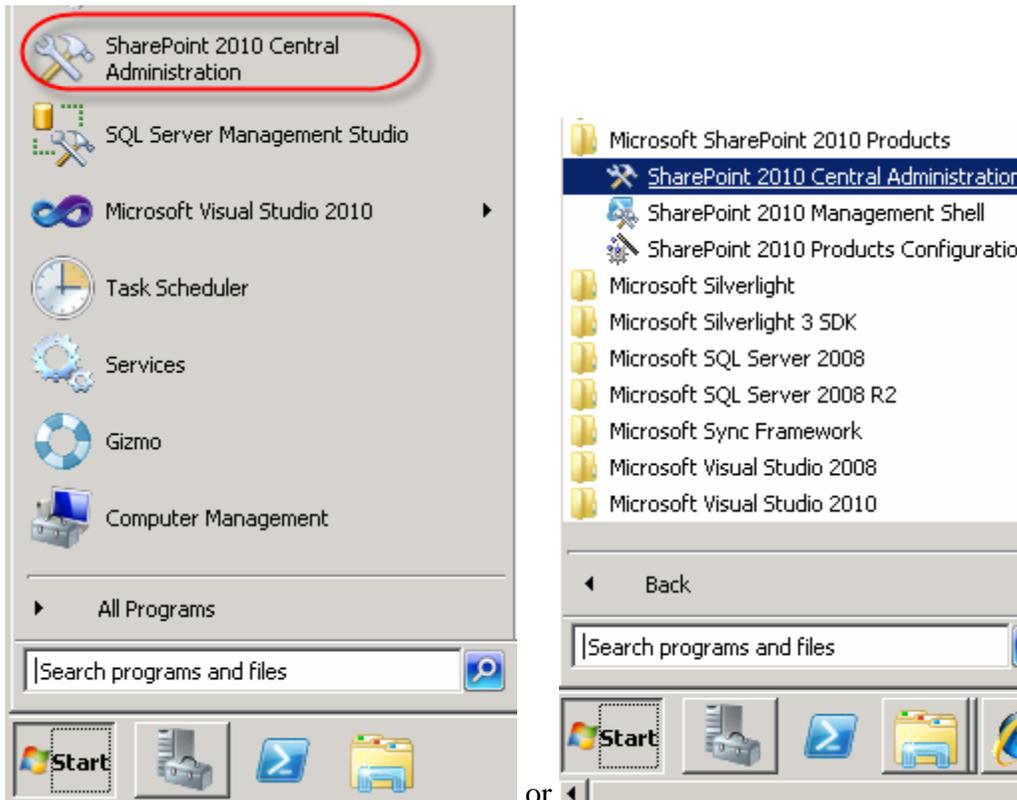


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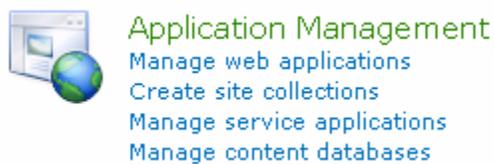
SharePoint 2010 Recycle Bin Settings

Recently, a user asked me about changing the settings on the recycle bin – I was pretty sure this could only be done in central administration and sure enough I was correct:

Access SharePoint 2010 Central Administrator:



Under Application Management select Manage web applications:

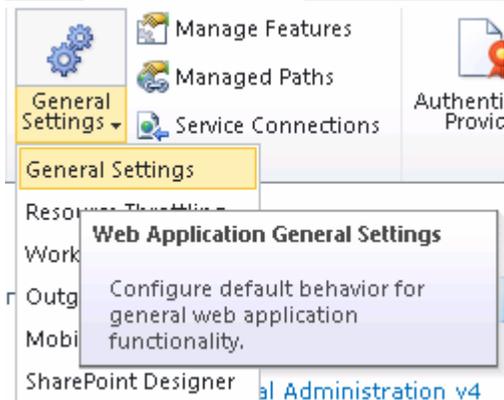


Click the web application that is desired to be changed:



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On the ribbon click General Settings -> General Settings:



Scroll down and one can turn the recycle bin On or Off and change the number of days to delete items or to never delete items. (Note the default is after 30 days items are deleted). Also the Second stage Recycle bin can be anted up or turned off:

Recycle Bin

Specify whether the Recycle Bins of all of the sites in this web application are turned on. Turning off the Recycle Bins will empty all the Recycle Bins in the web application.

The second stage Recycle Bin stores items that end users have deleted from their Recycle Bin for easier restore if needed. [Learn about configuring the Recycle Bin.](#)

Recycle Bin Status:
 On Off

Delete items in the Recycle Bin:
 After days
 Never

Second stage Recycle Bin:
 Add percent of live site quota for second stage deleted items.
 Off

Scroll down and click OK once the desired items are set:

