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Deleting a Data Extension [1]

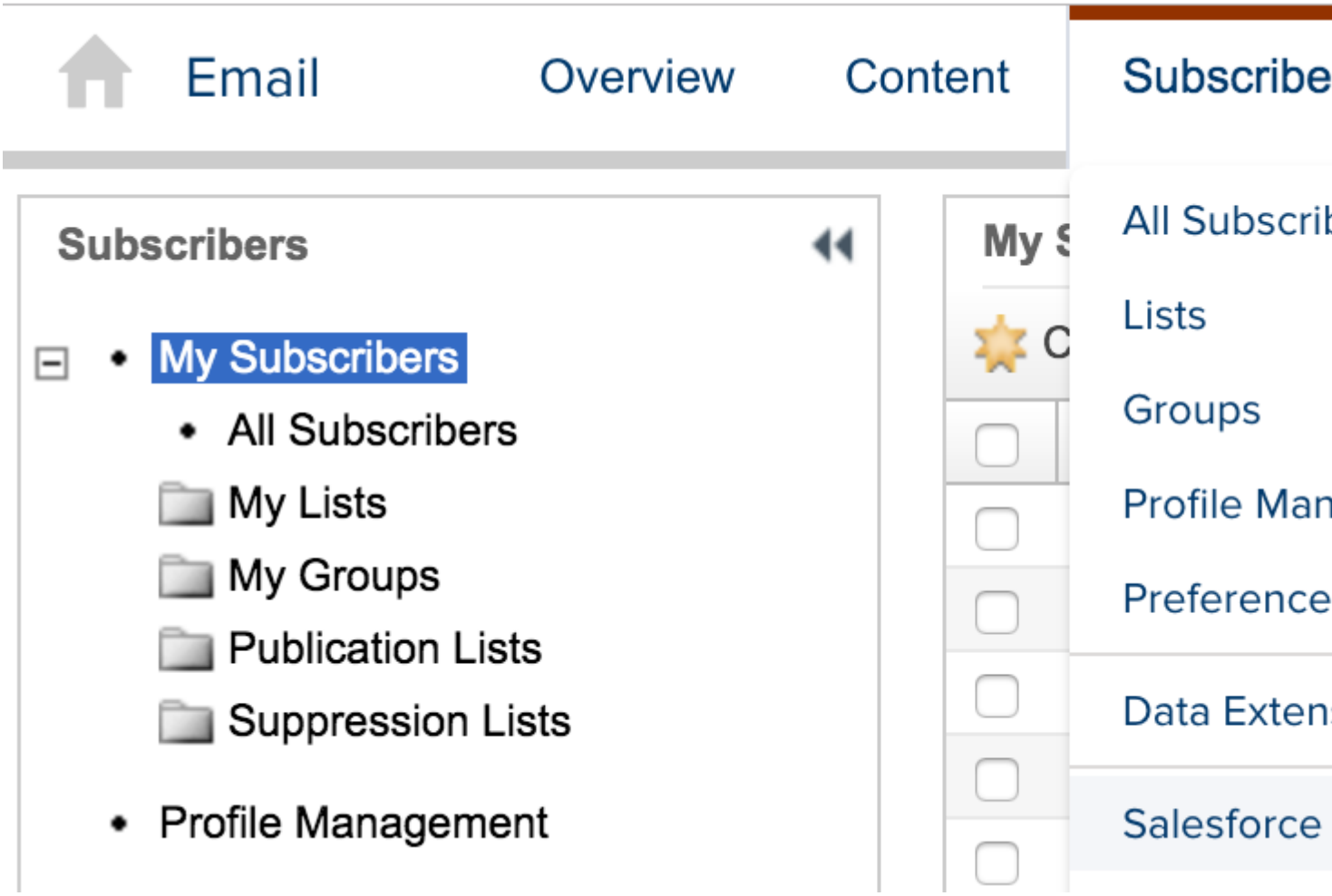
March 13, 2025 by lauren.galena [2]

To successfully delete a data extension from your business unit, you have to complete the deletion in two separate locations: **Subscribers > Salesforce Data Extensions** and **Interactions > Import**.

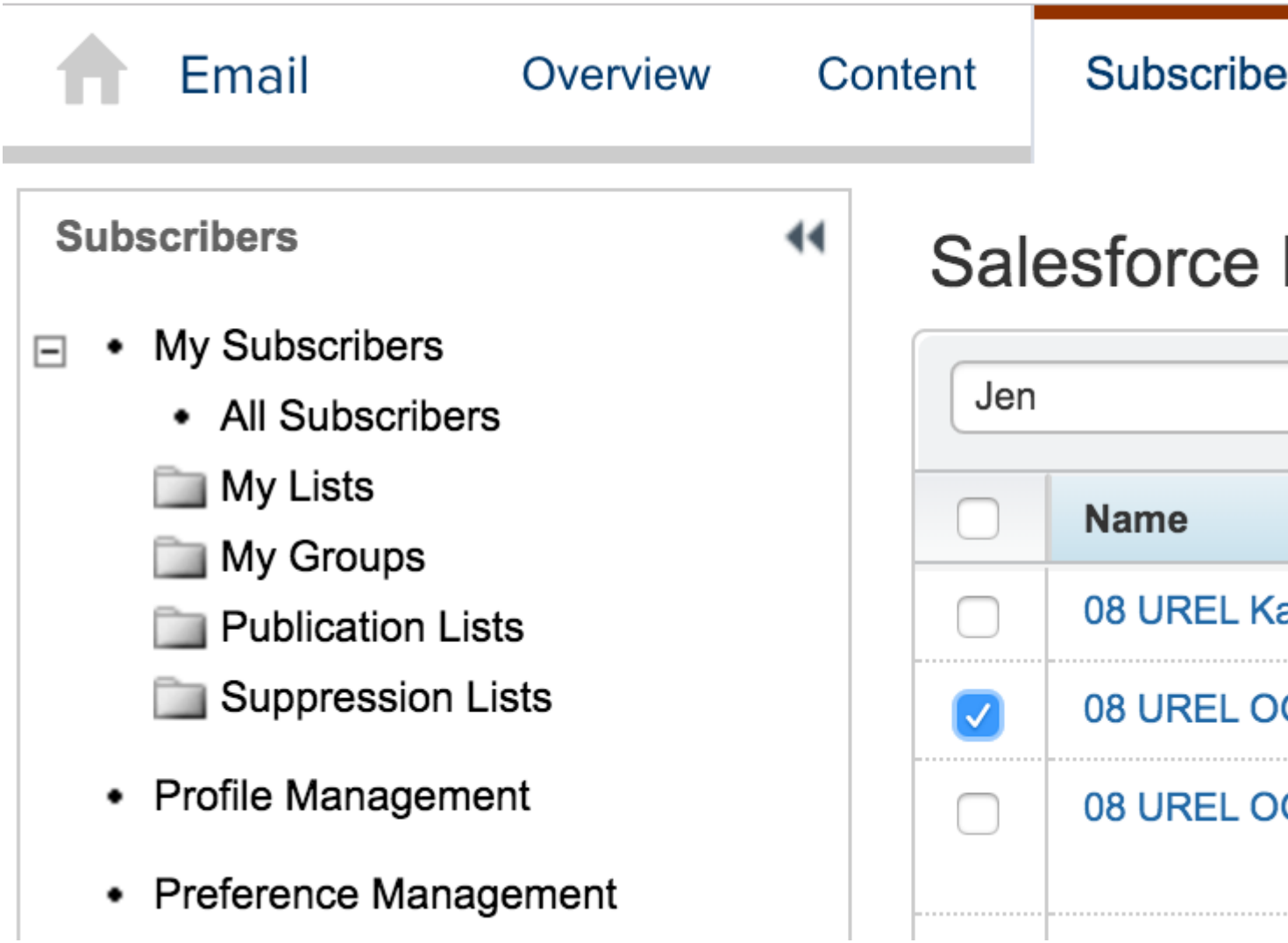
NOTE Before you delete a data extension, it's important to know that a deleted data extension can be recovered if it has only been deleted in **Subscribers > Salesforce Data Extensions**. If a data extension has been deleted in **Interactions > Import**, it can't be recovered.

Step 1 | Delete from Subscribers > Salesforce Data Extensions

Next, still in Email Studio, navigate to **Subscribers** > **Salesforce Data Extensions**.



Use the **Search** tool to locate the data extension you want to delete. Then, click the checkbox next to it and click **Delete** from the menu. Depending on your Business Unit, you may need to navigate to the correct folder for your department before searching for the data extension.

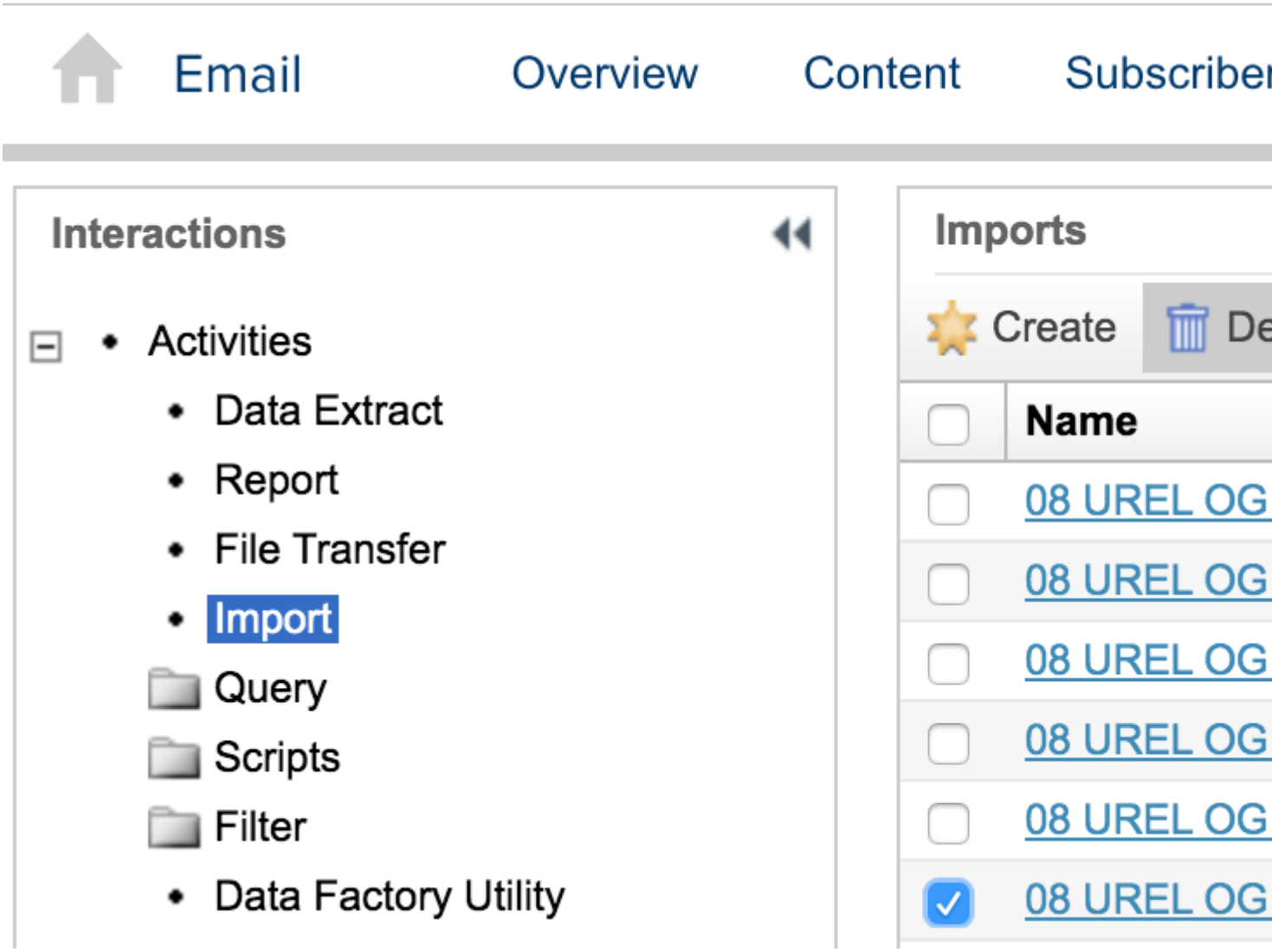


Your data extension will then be removed from your Marketing Cloud business unit.

Step 2 | Delete from Interactions > Import

To delete a data extension from the import menu, log in to Marketing Cloud and navigate to **Email Studio > Interactions > Import**.

Locate the data extension you want to delete, click the checkbox next to its name, and then select **Delete** from the menu.

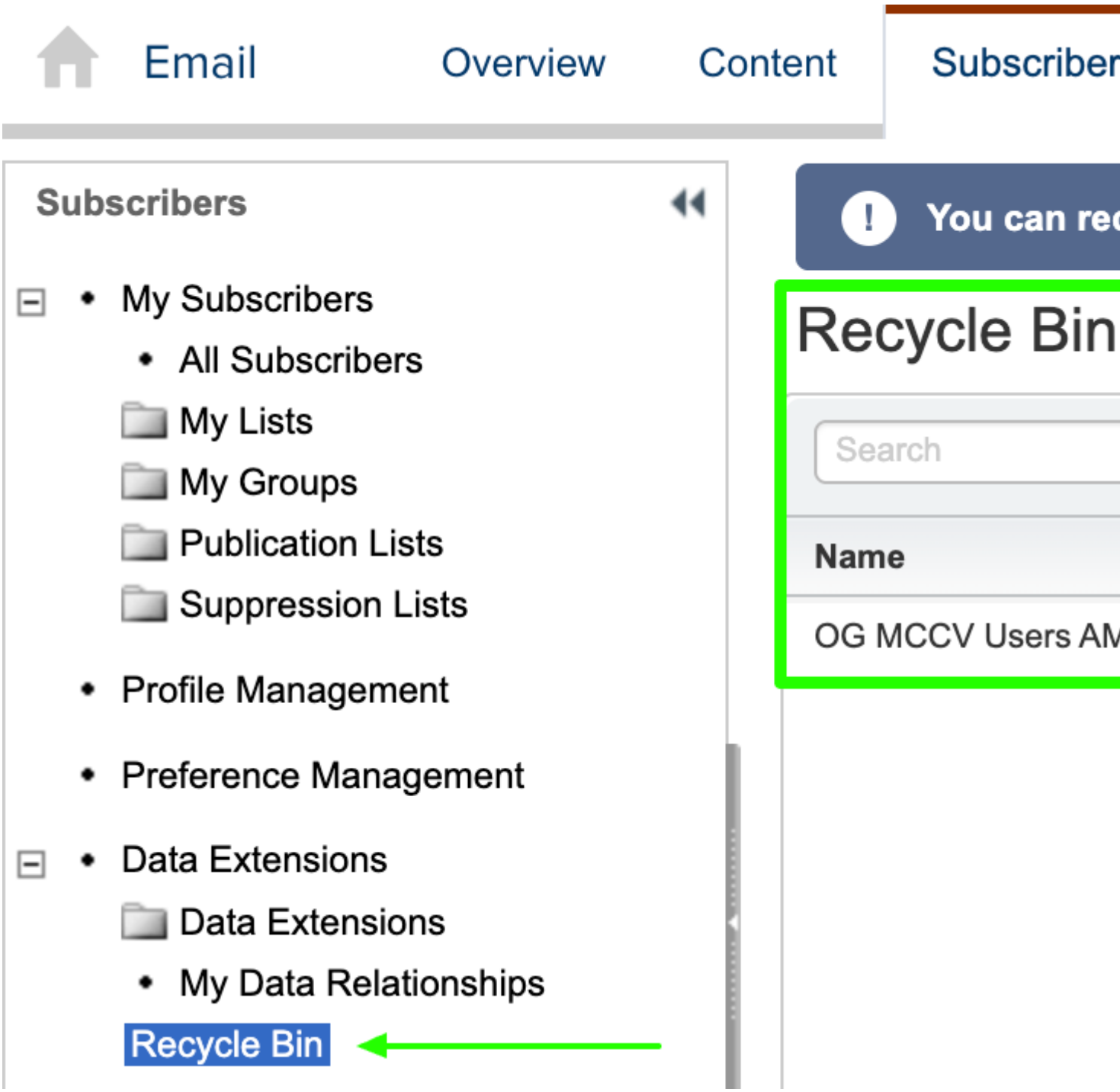


Restore Deleted Data Extension

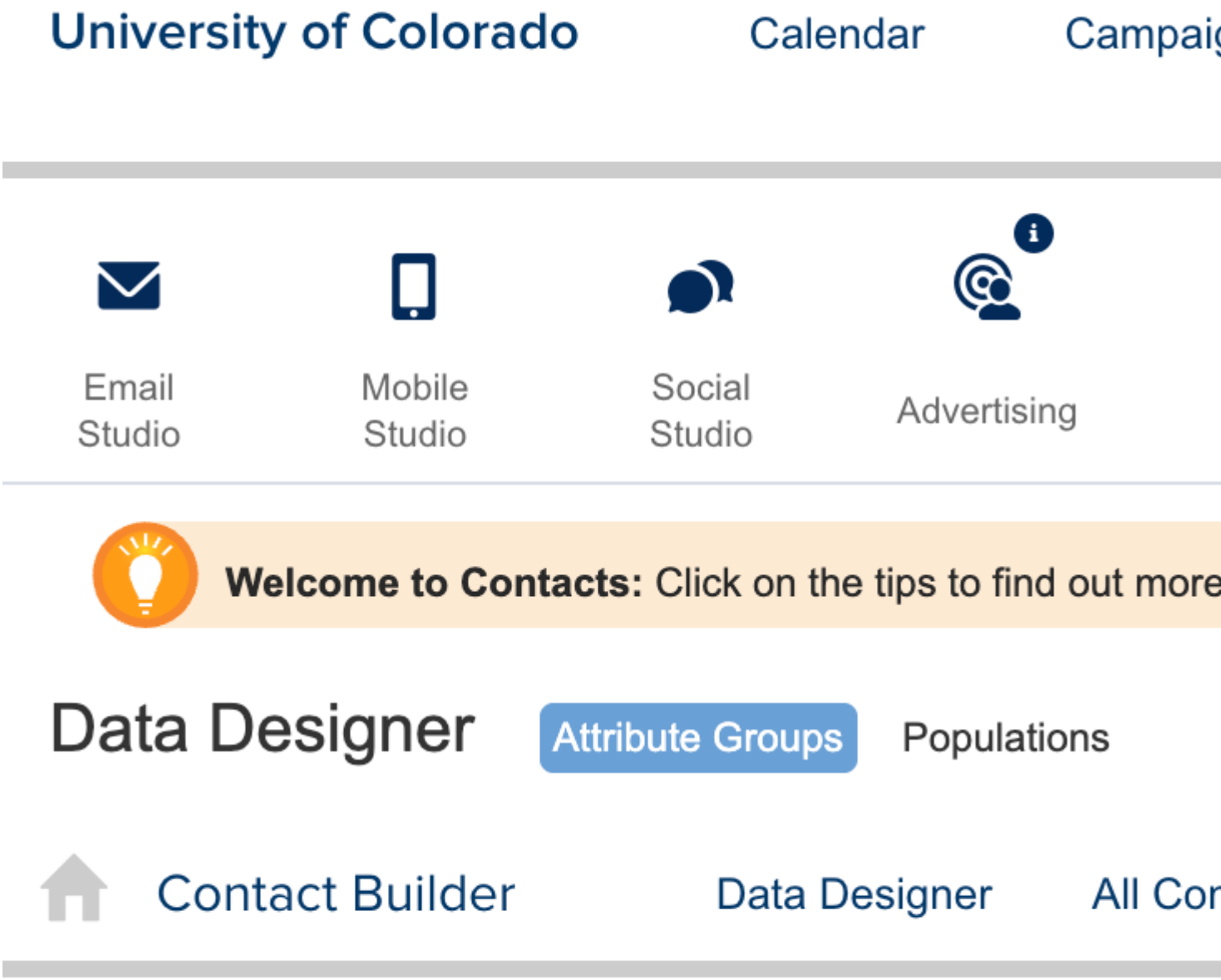
As long as a data extension has **only** been deleted in **Subscribers > Salesforce Data Extensions** (Step 1), you can recover it from the recycle bin in Contact Builder for 30 days after it has been deleted.

If the data extension has also been deleted from **Interactions > Import** (Step 2), it is not possible to recover the deleted data extension. In this case, the solution is to also delete the data extension in **Subscribers > Salesforce Data Extensions** (Step 1) and rebuild the data extension.

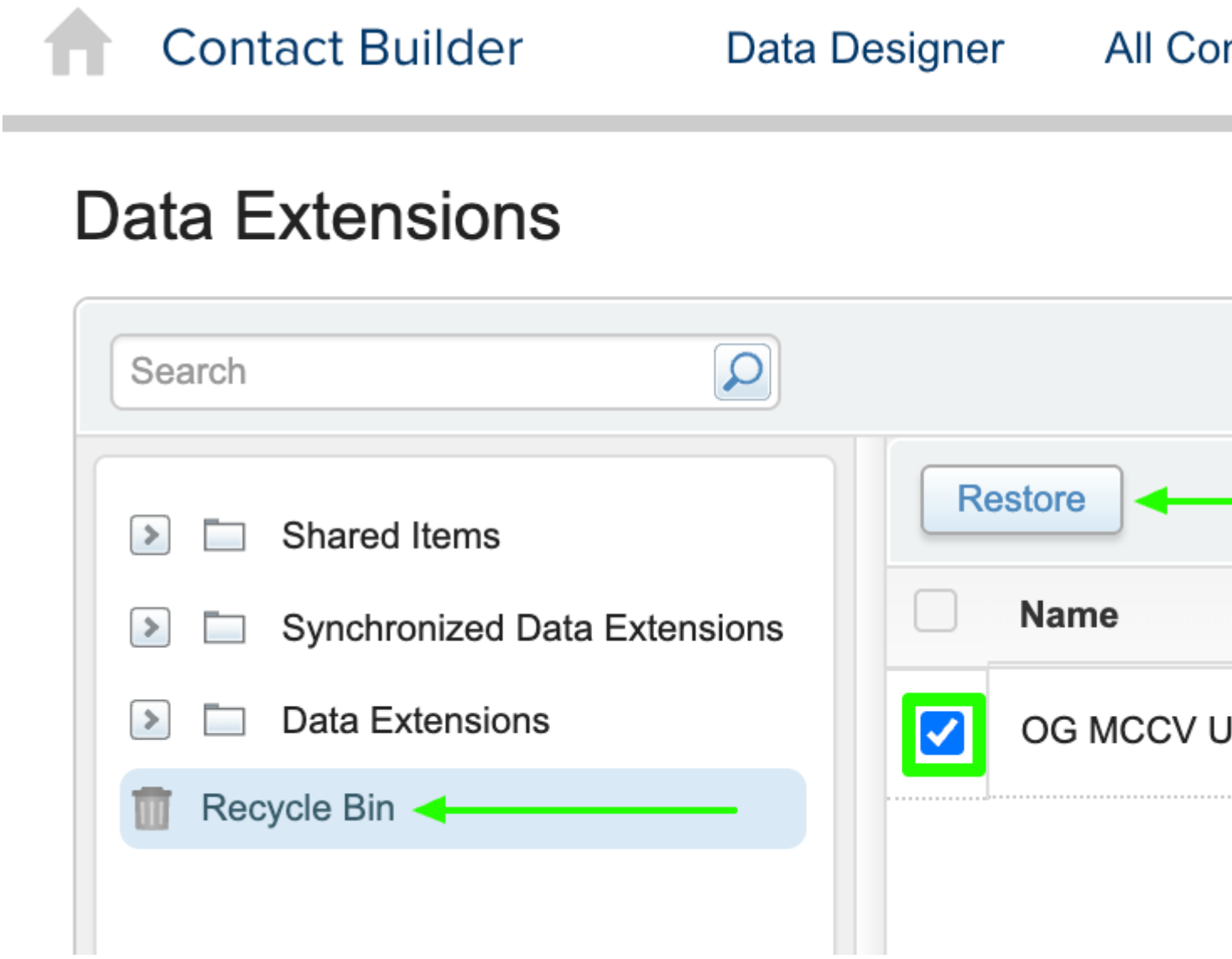
View deleted data extensions from the past 30 days in **Subscribers > Salesforce Data Extensions > Recycle Bin** located under Data Extensions.



To restore a deleted data extension, navigate to **Audience Builder > Contact Builder** and click on **Data Extensions**.



Navigate to the Recycle Bin, locate the deleted data extension, check the box next to the data extension you want to recover, and click **Restore**.



Ensure the data extension is being restored to the correct folder (change if not correct) and click **Next**.

Restore Data Extension

1 Properties

2 Data Retention Policy

Name OG MCCV Users AMC ONLY

External Key OG MCCV Users AMC ONLY_0

Description

Location eComm Users Change Loc

Make no changes on the next screen and click **Complete**.

Restore Data Extension

Properties

2 Data Retention Policy

Retention Setting

On Off

The data extension is now restored to **Subscribers > Salesforce Data Extensions**.

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