Delete a List

When you delete a list, all of the list content (folders, items, metadata, etc.) is also deleted. A deleted list may be restored from the Recycle Bin if necessary. See the help file for Restore Selection from Recycle Bin.

Note: You cannot remove “system” lists that are automatically created by SharePoint. Additionally, governance policies, records management policies, and retention and disposition rules may prohibit the deletion of lists.

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## Delete a List – Method 1

1. Navigate to the list.
2. On the ribbon, click the **LIST** tab. In the **Settings** group, click **List Settings**.

3. On the **Settings** page under **Permissions and Management**, click **Delete this list**.

4. Click **OK** to confirm the deletion. The content is moved to the Recycle Bin.

## Delete a List – Method 2

1. Click the **Settings** gear, and click **Site contents**.
2. Hover over the name of the list, click the ellipsis that appears, and click **REMOVE**. The content is moved to the Recycle Bin.
