Edit or Remove a Column in a List or Library

You can modify or delete columns in a list or library. However, column changes and deletions cannot be restored from the Recycle Bin.

To define a default value for a column, see the help file for Configure a Default Value for a Column in a Library.

Note: Do not remove the columns for Data Security Classification or Business Content Type. These are required.

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## Edit a Column

1. Navigate to the list or library.
2. On the ribbon, click the **LIST or LIBRARY** tab. In the **Settings** group, click **List Settings or Library Settings**. This example uses a list.

3. On the **Settings** page, scroll to the **Columns** area, and click the name of the column to edit.

4. On the **Edit Column** page, make any necessary changes. In this example, change the maximum number of characters for a contract to 6 and click **OK** to save the changes.
Change the type of information in a column carefully because it may result in the loss of data!


## Delete a Column

Note: Do not remove the columns for Data Security Classification or Business Content Type. These are required.

1. Navigate to the list or library.
2. On the ribbon, click the **LIST or LIBRARY** tab. In the **Settings** group, click **List Settings or Library Settings**. This example uses a list.

3. On the **Settings** page, scroll to the **Columns** area, and click the name of the column to delete.

4. On the **Edit Column** page, click **Delete**.

5. Click **OK** to confirm the deletion.
6. In **List Settings**, confirm that the column has been deleted.