

# Delete a TRACS Facility or Real Property Record

## Job Aid

Updated 06/18/2024

Deleting records should be done with caution as this step cannot be undone! The steps to delete either a Facility or Real Property Record are the same. For steps to archive or delete a cancelled grant in TRACS, review the job aid located here (under Miscellaneous Resources): <https://wsfrtraining.fws.gov/mod/page/view.php?id=216&forceview=1>

For Real Property (Land) Records, the record cannot be deleted if it a part of a Real Property Status Report. Contact the TRACS Help Desk for additional assistance ([tracs-helpdesk@fws.gov](mailto:tracs-helpdesk@fws.gov)).

1. If a Facility Record or Real Property Record has been entered into TRACS erroneously and needs to be deleted, you can delete it from the search list page.
  - a. Search for the record using keywords in the name. Once the record is located, select the "Delete" button in the actions on the right.

The screenshot shows the TRACS 'Real Properties' page. At the top, there's a navigation bar with 'Performance | Inventory | Administrative | Reports | User Management' and a user icon 'YC'. Below the navigation bar is a banner image of boats in a marina. The main content area has a breadcrumb trail: 'Inventory Home > Real Properties List'. Under 'Real Properties', there's a button 'Enter new real property' and a search bar with 'cranberry' entered. Below the search bar are 'Search' and 'Clear' buttons. A 'Back to Inventory' link is also present. The main table has the following data:

Property Name	State Record ID	Federal Record ID	Titled To	Date Acquired	Actions
Cranberry Lake Moose Conservation Parcel #205	AK-W12345			07/01/2022	Manage property View PDF Delete (Not Available)
WA - Cranberry Lake Parcel #807	W-807			01/10/2023	Manage property View PDF Delete

At the bottom of the table, there are pagination controls: '<< < 1 > >>' and a dropdown menu showing '10'.

- b. A pop-up box appears to confirm the deletion. Type DELETE (upper case) in the box and click the Delete button. The record is now permanently deleted from TRACS.

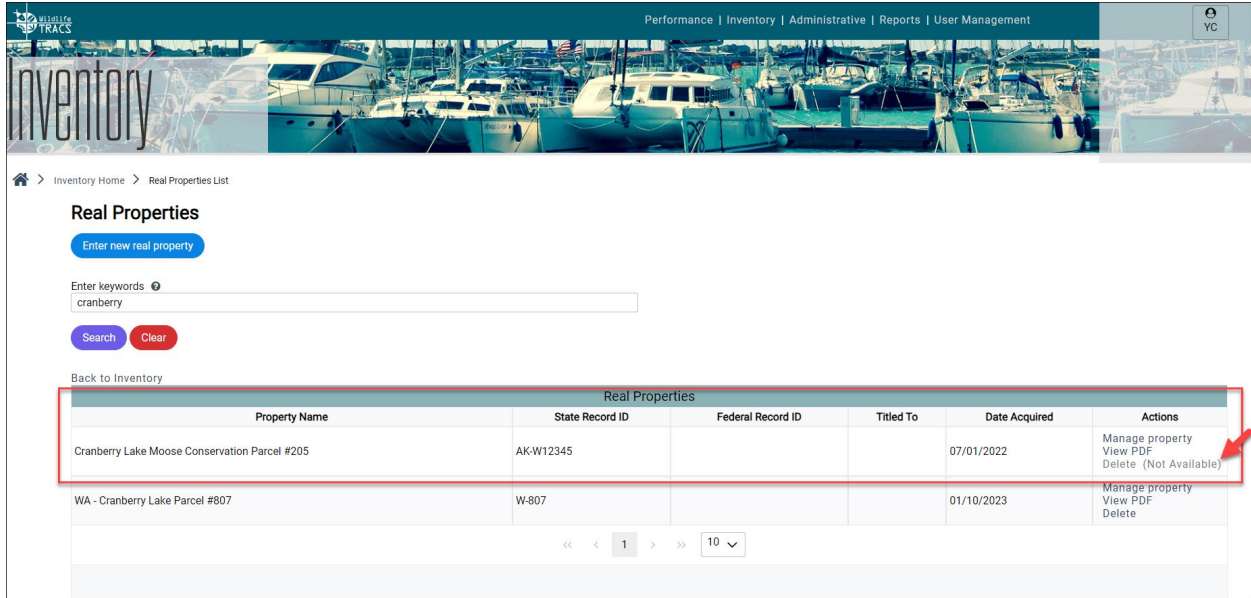
**Confirm Delete**

Are you sure you want to delete this:  
This operation cannot be undone!

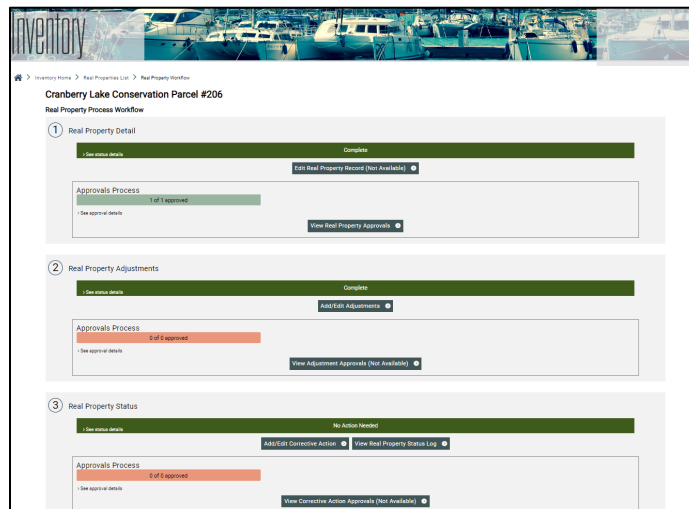
To confirm you want to delete this, please type DELETE (upper case) in the box below:

**Delete** Cancel

2. If the "Delete" option is grayed out (not available), then the record has additional steps that need to be completed before it can be deleted (continue to step 3).



3. Select "Manage property" to open the workflow page.
  - a. Check if the record includes any adjustments (in step 2) and/or corrective actions (step 3 in Real Property only). Any adjustments and corrective actions must first be deleted before the base record can be deleted.
    - i. Click on "Add/Edit Adjustments" to open the adjustments list page. If an adjustment record is listed, it will need to be deleted. If the delete option is not available, then the adjustment approval step(s) will need to be rescinded first.
    - ii. For Real Property Records only: If available, click on "Add/Edit Corrective Action" to open the corrective actions list page. If a corrective action is listed, it will need to be deleted. If the delete option is not available, then the corrective action approval step(s) will need to be rescinded first.



- b. In Step 1, select "View Real Property/Facility Approvals" to open the approval list page.
  - i. If the status is "Final Approved", the Federal Approver will need to select "Return to Previous Step", then select "Rescind Approval" and save.

inventory

Inventory Home > Real Properties List > Real Property Workflow > Real Property Approval Overview

### Real Property Approval List

Back to Workflow Overview

**Cranberry Lake Conservation Parcel #206**

Real Property Awaiting Completion

No matching records

Awaiting Non-federal Review and Approval

No matching records

Awaiting Federal Approval

No matching records

Adjustment Type	Adjustment Date	Actions available for your role
Base Record	Jun 18, 2024	Return To Previous Step View History View PDF

Back to Workflow Overview

- ii. If the status is "Awaiting Federal Approval", the Non-federal approver will need to select "Return to Previous Step", then select "Rescind Approval" and save.

inventory

Inventory Home > Real Properties List > Real Property Workflow > Real Property Approval Overview

### Real Property Approval List

Back to Workflow Overview

**WA - Cranberry Lake Parcel #807**

Real Property Awaiting Completion

No matching records

Awaiting Non-federal Review and Approval

No matching records

Adjustment Type	Adjustment Date	Actions available for your role
Base Record	Apr 25, 2023	Return To Previous Step View/ Submit for Approval View History View PDF

Final Approved

No matching records

Note: If the Non-federal approver does not have the option to "Return to Previous Step", then the record may be attached to a performance report (go to step c).

- c. If the record is attached to a performance report, open the activity report, and remove the attached Real Property or Facility Record.

Performance | Inventory | Administrative | Reports | User Management

# Performance

Home > Performance Home > Grant List > Grant Workflow > Reporting Due Dates > Performance Report Summary

**WA - Cranberry Lake Land Acquisition Grant**

Acquire 250 acres in real property interest: Acquire real property interest in acres

Activity Tag: Land acquisition

A quantifiable result is required because this objective has only one activity.

I do not have a quantifiable result to report for this activity. Please provide an explanation.

A real property record must be associated with the activity during the reporting period to report on # of Acres acquired. Use the "Search for Real Property" button below to select a real property record.

Report on Activity	
Period of Performance	# Acres
Oct 1, 2019 to Sep 30, 2020	250.54
Oct 1, 2020 to Sep 30, 2021	
<b>Totals to Date*</b>	250.54

\* Totals to date represents a cumulative total of all periods of performance and may exceed the objective.

**Real Properties**

If you have already entered Real Properties into the TRACS Inventory Module, search for them below. Only items that have been Final Approved or are Awaiting Federal Approval can be reported on.

[Search for Real Property](#)

[Copy Acreage to Activity](#)

Real Property Acquired					
Property Name	Date Acquired	Interest Type	Deeded Acres	Period of Performance	Actions
Cranberry Lake Moose Conservation Parcel #205	07/01/2022	Fee Interest (Interest Sub-types: Fee Simple and Fee with Exceptions)	250.54	Oct 1, 2019 to Sep 30, 2020	Remove

Activity Report Comments

Not Applicable

[Add Activity Report Comments](#)

Note: If the performance report has been approved, the Federal and/or Non-federal approvers will first need to rescind the approval steps by selecting "return to previous step" (back to the status of "Awaiting Non-federal Review and Approval").

- d. Then re-open the Facility or Real Property Record and repeat step b. If the "return to previous step" option is not available, contact the TRACS Help Desk for assistance.

4. Re-open the record list page.

- a. Search for the record using keywords in the name. Once the record is located, select the "Delete" button in the actions on the right.

Performance | Inventory | Administrative | Reports | User Management

Inventory

Inventory Home > Real Properties List

### Real Properties

Enter new real property

Enter keywords

cranberry

Search Clear

Back to Inventory

Real Properties					
Property Name	State Record ID	Federal Record ID	Titled To	Date Acquired	Actions
Cranberry Lake Moose Conservation Parcel #205	AK-W12345			07/01/2022	Manage property View PDF Delete (Not Available)
WA - Cranberry Lake Parcel #807	W-807			01/10/2023	Manage property View PDF Delete

<< < 1 > >> 10

- b. A pop-up box appears to confirm the deletion. Type DELETE (upper case) in the box and click the Delete button. The record is now permanently deleted from TRACS.

**Confirm Delete**

Are you sure you want to delete this:  
This operation cannot be undone!

To confirm you want to delete this, please type DELETE (upper case) in the box below:

DELETE

Delete Cancel