OneDrive for Business – Recycle Bin

There are two stages to the recycle bin, a first-stage Recycle Bin and a second-stage Recycle Bin.

First-Stage Recycle Bin – you can choose to “Restore Selection”, “Delete Selection”, or “Empty Recycle Bin”

Second-Stage Recycle Bin – you can choose to “Restore Selection” or “Delete Selection”

When you delete a file or folder it goes to the “Recycle Bin” which is the first-stage recycle bin. If you delete it from the first-stage recycle bin, then the file or folder goes to the second-stage recycle bin. You will have 90 days to restore the file or folder from the day the file or folder were first deleted.