



# Optimize the number of spaces in your site



This feature is only available for **Enterprise** and **Premium** plans for Jira.

The space archival tool in the Site optimizer helps administrators quickly clear out old spaces that are no longer being used.



The processes described in this section are only possible with Jira administrator permissions.

To clean up unused or out-of-date spaces using the Site optimizer, select **System** from your global settings, **Site optimizer**, then **Spaces** from the sidebar.

This page shows you:

- the total number of spaces in your site
- the number of spaces we think can be deleted from your site
- the last time anyone cleaned your site using this tool
  - if the last action number doesn't show, it means this feature has never been used in your site

Based on these numbers, you can manage the spaces in your site to improve site performance.

## Archive or delete spaces

1. Select the spaces you want to remove under the **Clean up spaces** heading. You can leverage the **Spaces** and

Clean out old data using the Site optimizer

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**Last updated** dropdown menus to select spaces based on specific criteria, or select spaces individually.

2. Select **Archive** or **Trash**.

- a. When a space is archived, its issues won't appear in basic or advanced search results. You can still access these issues through direct links, but you won't be able to edit them. [More about archiving spaces](#)
- b. When a space is trashed, the spaces, along with their issues, components, attachments, and versions, are available in the trash for 60 days, after which they will be permanently deleted. [More about trashing spaces](#)

## View past changes using the activity log

You can view past actions taken through the Site optimizer by selecting **Activity log** at the top of the page. Here, you'll see information about:

- what actions have been taken on your site using the Site optimizer
- who made those changes
- the type of changes and
- the amount of records removed or deleted with each change

You'll also be able to either restore past changes or download the record as a CSV file using the **•••** menu on the corresponding line.

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