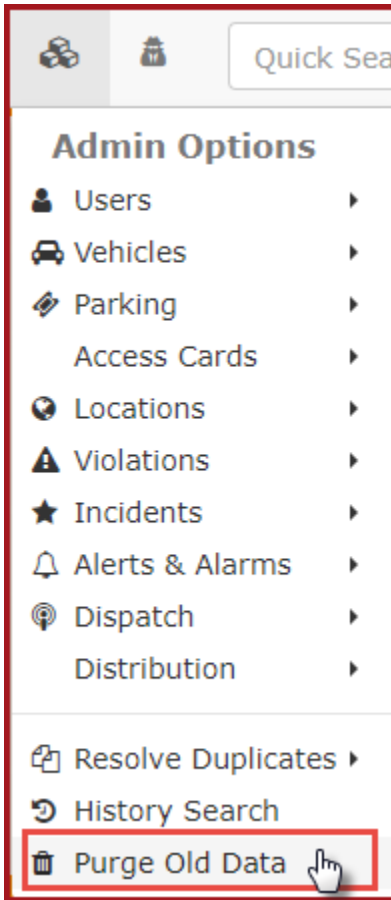


What Does Purge Old Data Do?

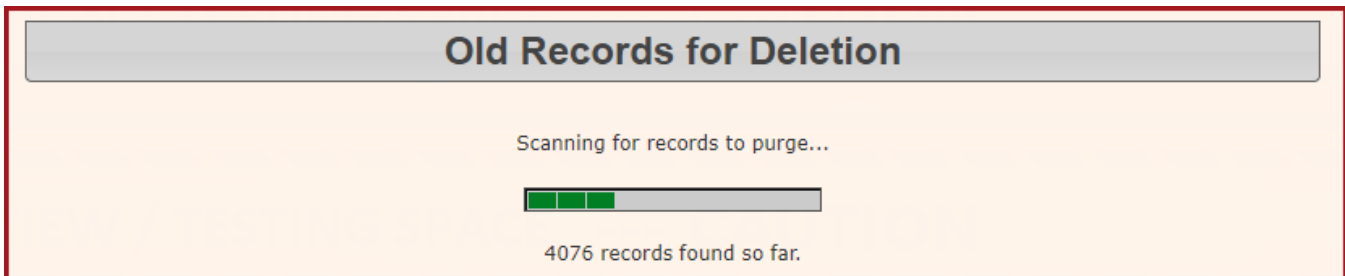
When do we use this?

Purge Old Data is used to remove records from the system that have not had an activity associated with them in the last **seven** years. This does not happen automatically. You must click on the option to '**Purge Old Data**'

Under the **Admin Options** menu, click on "**Purge Old Data**".



When you click on '**Purge Old Data**', a progress bar will appear indicating the number of records to be purged as it finds them.







A list is formulated of any user activity, and any associated record updates that have occurred in the last seven years.

To complete the process, click on **Purge these records**.

Old Records for Deletion

Scan Again

Purge these records

Username	Email	Full Name	Emp/Stu No.	Last Action Date	Last Action
 mashbury	masbury@gmail.com	Michael Ashbury	0172554	May 01, 2008	Parking permit was printed
 pbirch	pbirch@sympatico.ca	Patricia Birch	0217839	Sep 13, 2006	Parking permit was printed
 sjamieson	sjamieson@tomahawku.com	Steph Jamieson	0219474	Sep 27, 2005	User account updated
 jrockwood	jrockwood@rockwood.com	James Rockwood	0000001	Aug 29, 2007	Online payment using web site.

A record can remain dormant for 6 years and a small update will restart the 7-year clock. The activity list is used to determine what to exclude from a purge. The script then purges any data that is not on the activity list.

What gets purged?

The following will get purged if there has been no activity in the last 7 years:

- User profiles
- Vehicles
- Violations
- Permits
- Appeals
- Temp Permits
- Payments
- Lockers
- Access Cards
- Gate Events
- Refunds
- Waitlist Records
- User History

The following will **NOT** get purged regardless of the last updated date:

- Incident Users
- Contact History



Why Seven Years?

Typically there are legal ramifications to records keeping. For business records, it is a common practice to hold records for 7 years before scheduling them for disposition.