The EMIS Purge Manager serves to remove records which are due for deletion, that is, any record of an activity which ended more than six years prior, as long as it is not part of an ongoing investigation. If an individual is being investigated, do not delete any records until the investigation is complete. Then records which meet the deletion criterion can be deleted.

The programming behind the Purge Manager function uses end date to identify which records should be deleted. Each form has an end date. If that field is blank, that record will never be identified for deletion. The Purge Manager programming functions as follows for the specific employee forms.

HHS-520, Request for Approval of Outside Activities
    An HHS-520 may be designated with a duration of "one year or more" or "less than one year." If the record is designated as "less than one year," the purge manager will use the end date to identify when the record should be deleted.

    If the record is designated as "one year or more," the purge manager function will look at the field named "termination date." If the activity is "one year or more" and the termination date is empty, purge manager assumes that the activity is still continuing. When the activity finally ends, a termination date added to this field will then permit the record to be deleted six years after that final termination date.

Official Duty Activities
    Official Duty Activities were originally labeled the same way as Outside Activities, and the purge manager function works the same as noted above for the HHS-520.

Other Forms
    The remainder of the forms have an end date, and the purge date is the end date plus six years..

Special Circumstances:

1. An outside activity is deleted 6 years after it finally ends. All individual HHS-520s which provided approval for the activity during the time frame it continued must be kept.

2. An HHS-716, regardless of when it was submitted, must be kept if there is no subsequent HHS-716 or HHS-717-1. If only one form exists, that must be kept even if more than 6 years have passed since it was submitted.

3. The HHS-716 was only for the initial report of SAO holdings. However, prior to availability of the HHS-717-1, employees used the HHS-716 to report acquisitions. Many ethics officials inadvertently entered the data as an HHS-716 instead of an HHS-717-1. Therefore, it is important to check old data to confirm what should be deleted.

Using the Purge Manager Function

1. From the EMIS home page, choose **Purge Manager** from the administrative section along the left side of the screen to view a **list of employees** with records which meet the above criteria. The list may be re-sorted by employee last name by clicking once on the word "Name" in the column heading.

2. ***Click once on an employee's name*** to see a list of the records for that individual employee which meet the criteria to be removed. Using the mouse, click on the box next to each record you want to delete, or use the "Select All" option to mark all records for deletion.

3. Click on ***Delete*** to permanently remove the records from EMIS.

    Note: For purposes of purging paper copies, it may be useful tp print each employee list to a pdf file to have a list of purged records for cleaning out the paper file.

Document History:

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