



Moving Information Forward

Purging Explanation

Purging removes duplicate records from a file.

One per household/address purge

Only one record per address will remain in the list.

Example:

1	Jane Smith	123 Chestnut St.
2	Jane Smith	123 Chestnut St.
3	John Smith	123 Chestnut St.

Jane Smith #2 and John Smith #3 will both be removed because they are duplicates going to the same ADDRESS. Only one record will remain for each household.

Exact Match Purge

Only exact duplicates are removed. Multiple people at an address will remain in the list.

Example:

1	Jane Smith	123 Chestnut St.
2	Jane Smith	123 Chestnut St.
3	John Smith	123 Chestnut St.

Jane Smith #2 will be removed because it is an exact Name AND Address duplicate of #1. Multiple records can go to an address so John Smith will still remain in the list.

Limitations

Records must have the same field layout and information in order for duplicates to be flagged. For example, misspellings, abbreviations and inconsistent use of fields will prevent dupes from being matched and found by the software.