**Definition of candidate individual record for deletion**

Must meet all of the following criteria:

- Record type must be one of the following
  - Friend
  - Past Parent Only
  - Parent Only with
    - No Related People record
    OR
    - Related People record with most recent Admission Year greater than 7 years
- No Gift records (unless Adjusted transactions which results in a net of zero gifts)
- No records in any of the Gift Planning screens
- No records in any of the Prospects screens, except AF solicitations
- Not a major prospect
- Not a corporate contact
- No records in any of the People screens EXCEPT
  - Former Names
  - Primary and Former Addresses
  - General Indicators
  - Special Indicators EXCEPT
    - CH%, BEN, LAU, FBT
  - Solicitation Information EXCEPT
    - Annual and Capital Clubs
  - Related Orgs
  - Related People EXCEPT
    - Key number exists and the individual does NOT meet the criteria for deletion.
  - Salutations
  - Alternate Keys

All records marked for deletions that have information in the People screens will have that information archived before deletion.