

**MEMORANDUM**

**Date:** April 19, 2022  
**To:** Employer Outreach Committee members  
**From:** Mark Hersey, Commuter Program Specialist II  
**Subject:** Purge process for the Regional Employer database

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**Background**

The employer outreach regional database that is housed in the ACT! System needs to be pared down. The system has over 13,000 records with over 200 duplicate records as well as in having no contact name. Further, many records have not been updated to reflect current transit benefits as well as other current benefits offered by the employer themselves. The purpose of this purge is to refine and update client records and/or archive the records to streamline the database. As detailed below, this is going to be an annual process. Starting on July 1, 2022, we will be archiving records to a separate database.

**Next Steps**

COG/TPB staff will identify those records that need to updated or archived. The respective jurisdictions will have the opportunity to review the records and update the client information. There are at least 50% of current client records that are in need of updating or removed in the regional database.

1. Active records that have not been updated since July 1, 2014 will be archived, meaning that they will not be counted towards the employer client total for each jurisdiction.
2. Records that haven't been updated are seen as outdated information such as transit benefit amounts for example.
3. COG/TPB staff will provide lists to each jurisdiction for updating the records.
4. The deadline for the updates is June 30<sup>th</sup> 2022
5. COG/TPB staff will assist in updating these records upon request.
6. This process will be conducted on an annual basis.
7. Employers whose records that have been updated and are in good order will remain in the active database.
8. The archive for those employers who have been removed from the active database will be available upon request.
9. Updating a record is information Commuter Connections has provided a refresher from the October 19, 2021 Employer Outreach Committee meeting.

<https://www.mwcog.org/file.aspx?&A=grAQrdjVeMOOSZtxRIXhFzgRCYLrkTnrjRIWKILhaNA%3d>

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