**Rules for Deleting and Archiving Members - 12/27/21**

**NOTE:** The rules below refer to deleting a Member Profile from the Member's Profile page. This is not the same as deleting a member's incomplete or sent-back enrollment or the approved enrollment from the approved enrollment search page.

* Only Institution Managers can delete member profiles.
* County Managers can archive member profiles.

In order for a member profile to qualify to be deleted, the following criteria must be met:

* No active event registrations
* No active enrollments (approved or deleted enrollments - including all past years)
* No payments associated with the profile

In order for a profile to qualify to be archived, the following criteria must be met:

* Profile does not qualify to be deleted
* No currently approved enrollments