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## Purge users based on a set, carefully

- **Product:** Alma
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### Question

How to delete user records carefully, in Alma? Note that if a user is deleted, it is not possible to restore them, except by recreating the users manually, through the SIS job, or via APIs.

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### Answer

There are two ways to delete a group, or a set of users:

- **New!** From the November 2025 Release, use the **"Purge users" job!**
  - Find important information on the job "Purge users" in the [documentation](#).
- Or rely on the earlier method, by going to: Administration > User Management > **Purge User Records**.
  - Click "User Record Type" to be able and choose the "User Group"
    - If you are deleting users and do not need statistics (Analytics information), create a set of users, assign a distinct User Group through "the Update/Notify Users" job.
  - The number of Days after Purge Date can be blank
  - "Waive Threshold" - our experience leads us to recommend using the value of "1" or higher.

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### Additional Information

- See a ["Best Practices" toolkit](#)
- Read here about the **new** job ["Purge users"](#)
- The earlier utility is described here: ["Purging Users"](#).
- Find more regarding ["Configuring Delete User Policy Settings"](#).
- How to create a Users Set? Visuals in: ["Create User Set based on Analytics"](#).
- Learn about: ["What is the difference between patron purging and Fulfillment anonymization?"](#)

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