

Define the rule before cleanup.

Use this record alongside a separate working copy of your file. A repeated value is a review signal; it is not proof that an entire business record is redundant.

Review name / purpose	Review date

Source file, sheet/table and version

01 Define one record and its comparison key

Which columns identify a record? How are blanks, case and spaces handled?

02 Capture the baseline

Before: data rows	Before: columns	Rows flagged for review

Proposed rule, retention choice and verification sample

- ☐ The untouched source is preserved and the working copy is named.
- ☐ The comparison key and retention rule are explicit.
- ☐ Blanks, dates, text IDs and leading zeros have been reviewed.

Make the check meaningful.

Example: the same email can belong to two valid orders. Compare Order ID plus Line ID when those columns define an order line. Keep adjacent fields together.

Source: Microsoft Support - filter unique values or remove duplicates

Reconcile, then hand it over.

Compare the reviewed output with the source. Record unresolved exceptions rather than silently forcing uncertain records into a clean-looking result.

After: retained data rows	After: columns	Removed / excluded rows

If only duplicate removal occurred: before rows - removed rows = retained rows. Explain any other filter, added record or excluded blank separately.

03 Exception register

RECORD / QUESTION		DECISION / OWNER / STATUS	
Identifier and unresolved detail		Decision, responsible owner and status	
Identifier and unresolved detail		Decision, responsible owner and status	

04 Handoff and verification

Next reviewer / recipient	Review / handoff date

Output file, checks completed and open questions

☐ I compared sample output records with the preserved source.