

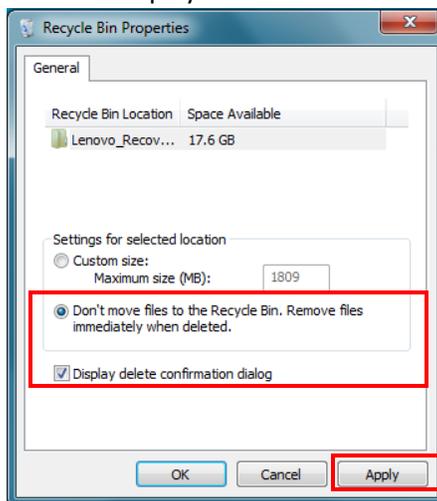
Best Practices for Configuring Your Recycling Bin

Did you know that when you delete a file from your computer it still may remain in the Recycle Bin on the computer's desktop? This is not a secure means of retaining data and may not align with your organization's' privacy policies. There are a couple ways to ensure that the personal health information that you delete is not retained unnecessarily on your computer desktop. One approach is to configure your Recycling Bin to ensure that files sent to the Recycling Bin are automatically deleted from your computer (see instructions below). Another approach is to set your Recycling Bin to periodically purge its contents.

Please follow the simple steps below to configure your recycle bin to automatically purge files once they are deleted:

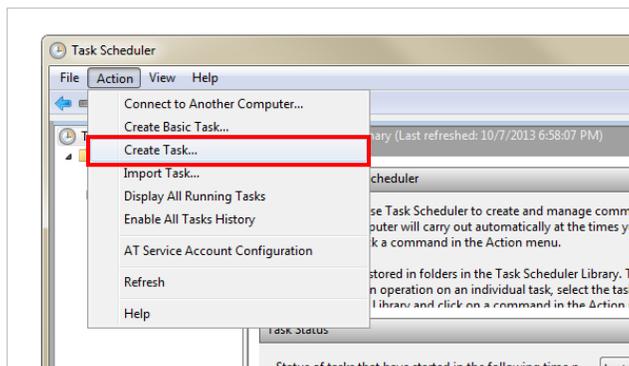
Remove files immediately when deleted (Windows OS):

1. Right Click on Recycle Bin
2. Click on Properties
3. Click on 'Don't move files to the Recycle Bin. Remove immediately when deleted.'
4. Click on 'Display delete confirmation dialog', click Apply.

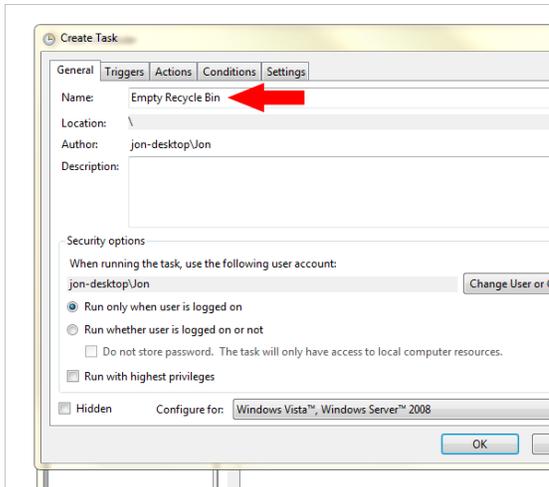


Scheduling the Recycle Bin to Empty itself (Windows OS)

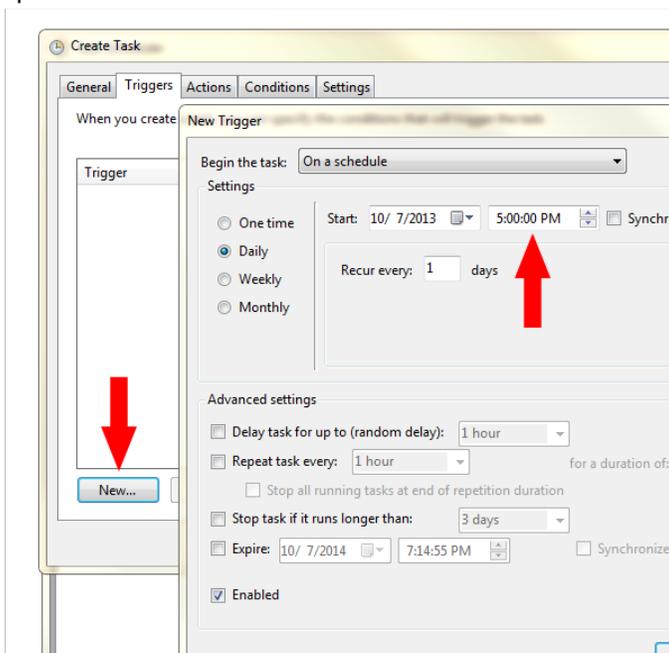
1. Click on windows icon  and type 'Task Scheduler'.
2. Open "Task Scheduler" from the Start menu and create a new task from the file menu under "Action > Create Task."



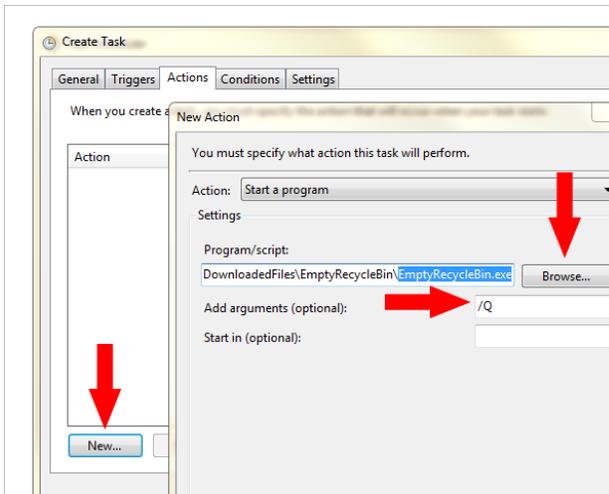
3. Name the task something identifiable and then choose the "Triggers" tab at the top.



4. Press "New" from this tab and then select "Daily" from the left side. Choose a date and time for when to run the Empty Recycle Bin task for the first time. The task will repeat every day at the specified time.

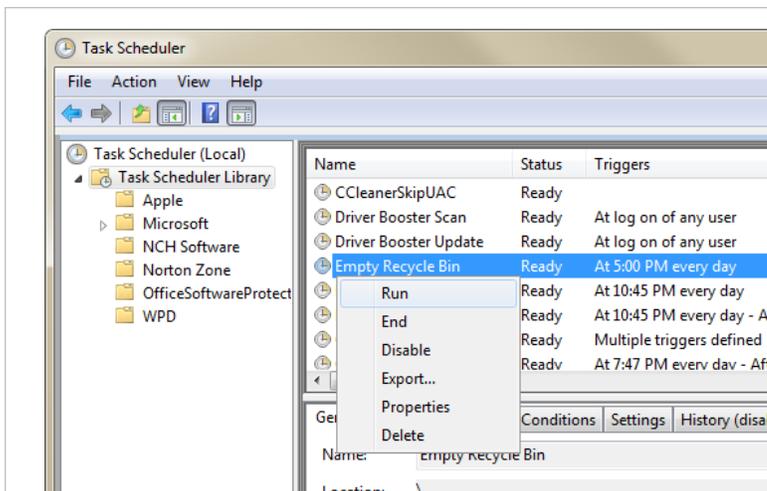


5. Click "OK" and then selecting the "Actions" tab. Add a new action and ensure "Start a program" is selected for the action type. Click "Browse" to find the EmptyRecycleBin.exe file that was downloaded.
6. Next to the "Add arguments" section, enter the value "/Q" to ensure any prompts are suppressed while running the operation.



7. Press "OK" twice more to finish out of the open windows. The task should now be listed under the "Task Scheduler Library" in the main menu of Task Scheduler.

You can run this task outside of the defined time by right-clicking it and choosing "Run."



Remove Items from Trash Automatically After 30 Days in MacOS

1. From the Finder in MacOS, go to the "Finder" menu and choose "Preferences"
2. Go to the "Advanced" tab and check the box for "Remove items from the Trash after 30 days"
3. Exit out of Finder preferences

