Installing the Download and Recycle Bin Script

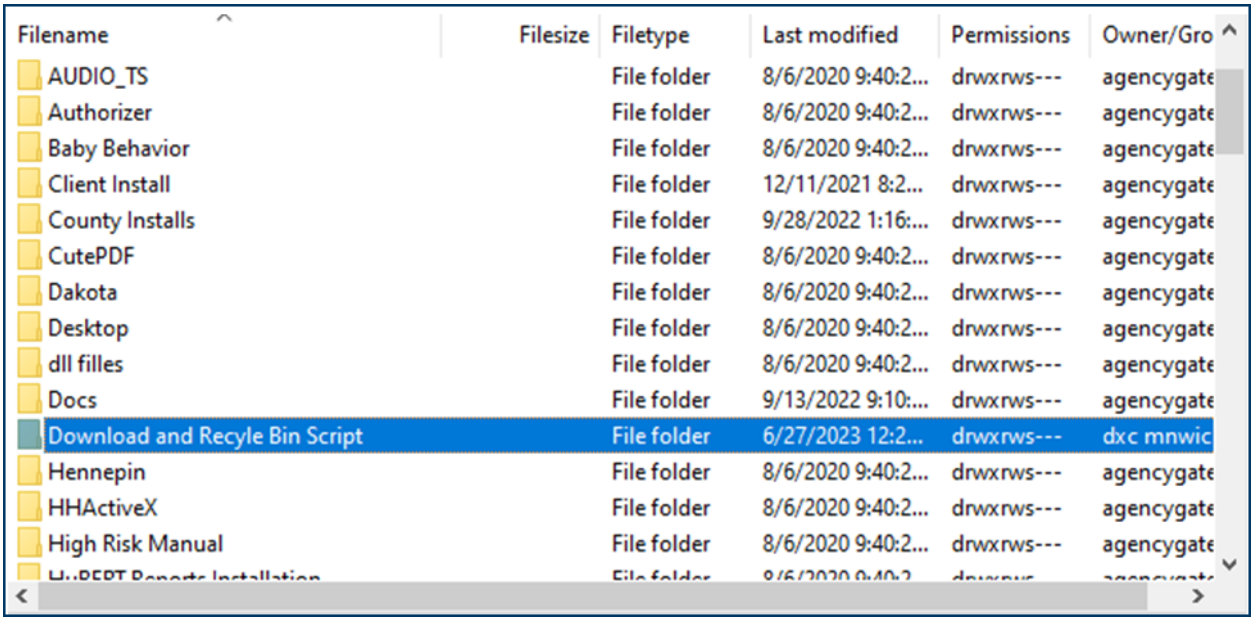
SEPTEMBER 2026

Overview

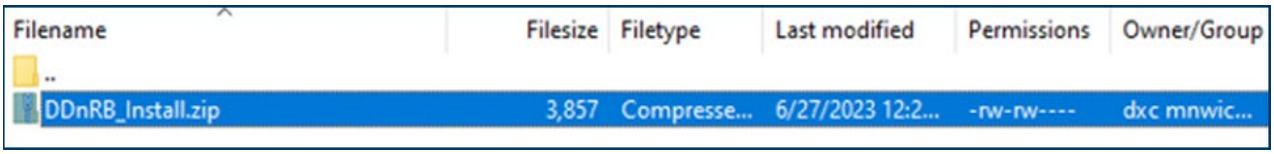
The Download and Recycle Bin script helps Local Agencies meet security requirements after downloading documents that contain private data. The script creates a scheduled task to delete all files from the Downloads folder and the Recycle Bin each time a user logs onto their computer and at 8 p.m. daily if the computer is not shutdown overnight.

Download and Run Script

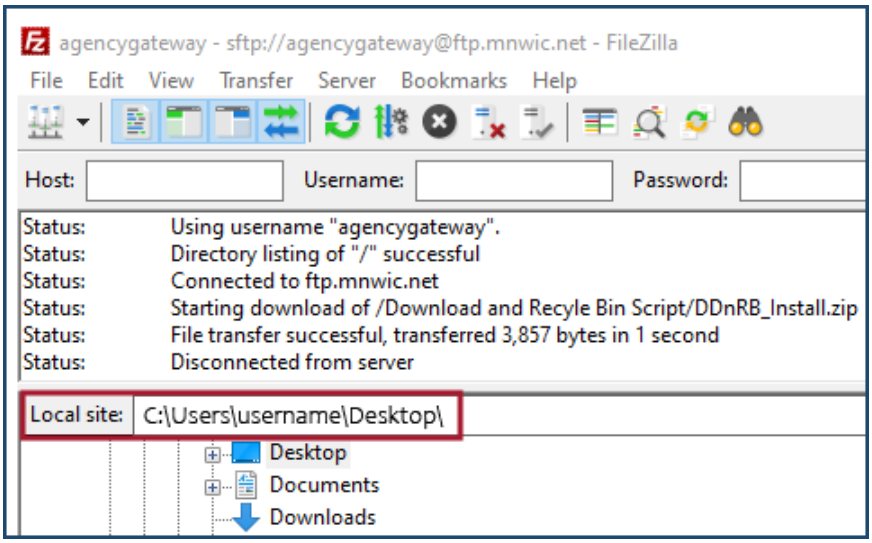
1. Log into the computer with administrator rights.
2. Log into the Filezilla agencygateway.
3. Navigate to the **Download and Recycle Bin Script** folder.
4. Double-click the **Download and Recycle Bin Script** folder.



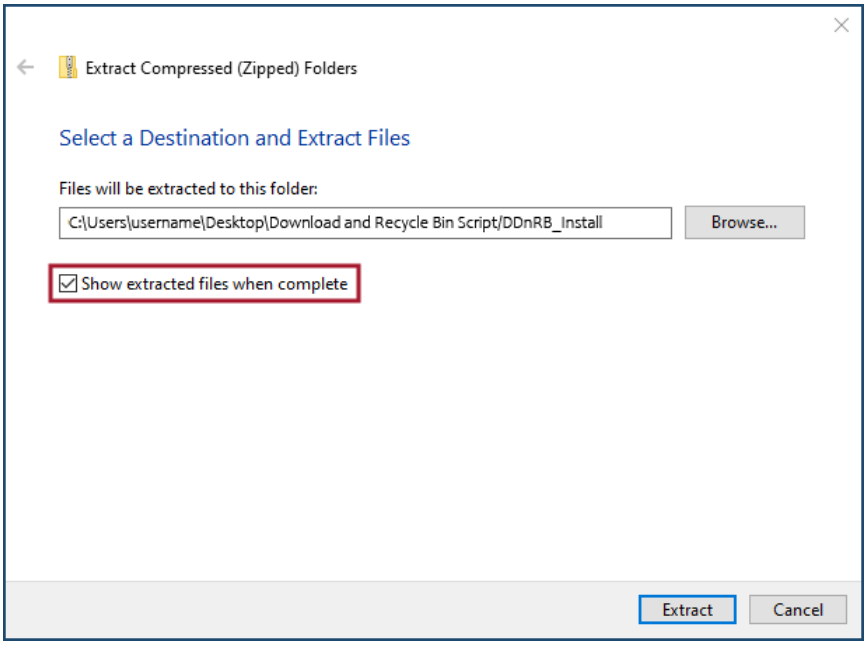
5. Right-click the *DDnRB_Install.zip* folder and select **Download.**



6. Navigate to where you downloaded the *DDnRB_Install.zip* folder (based on Local site selected in FileZilla as shown below).



7. Right-click the *DDnRB_Install.zip* folder.
8. Select **Extract All…**
9. Ensure the **Show extracted files when complete** checkbox is checked.
10. Click the **Extract** button.



11. The file location with the unzipped *DDnRB_Install* folder should automatically open.
12. Right-click on the **DDnRB_Install** file.
13. Select **Run as Administrator**.
14. Allow the script to run.
15. Verify the scheduled task was created by using the File Explorer to navigate to: **C:\windows\system32\tasks**. The *DDnRB* folder should be listed.

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