

Downloaded Files and Mobile Management

JULY 12, 2023

Download and Recycle Bin Script

The MIS & Data Unit would like to remind local agencies that the Minnesota WIC Mobile Management Portal is available! Local Agency Coordinators can request access by submitting the *WIC Information System User Request* form or, if requesting for multiple users, a spreadsheet emailed to Nicole.Danberry@state.mn.us is acceptable. Please refer to the [Mobile Management & Contact Us Overview](#) for detailed information.

Now that Mobile Management is available, it is imperative that Local Agencies are mindful of how private information is managed and stored. Many of the downloads received in Mobile Management will contain private information. Files with private information should never be stored on your computers or in your local agency shared files. To ensure data security is maintained properly, storage of temporary files in the Downloads folder MUST be set to delete after 1 day and deleting files from the Recycle Bin should be set to no more than 30 days.

A Download and Recycle Bin script was created to help Local Agencies meet security requirements after downloading documents that contain private data. This 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 8PM daily if the computer is not shutdown overnight. The Download and Recycle Bin Script and instructions are now available and can be downloaded from FileZilla, Agency Gateway/Download and Recycle Bin Script.

State Provided Hardware

Local Agencies that use state-provided hardware MUST install the Download and Recycle Bin Script available in FileZilla. Any future state-owned computers received will have this script added to the image.

Locally Owned Hardware

Agencies with **county-owned hardware** can choose to do one of the following:

- Install, with County IT assistance, the Download and Recycle Bin Script available in FileZilla.
- Work with your County IT to develop a process.
- Delete files manually. Please refer to the [Manage Downloads](#) training modules.

Please call the Help Desk (1-800-488-8799, press 2, 2) with any questions.

Note: With WIC Information Next-gen for Nutrition, Integrity, & Education (WINNIE) all Local Agencies will be required to have the script installed on State-provided hardware. Agencies with locally owned hardware will be required to use one of the options listed above.

Reference – Complete Listing of Hyperlinks

Mobile Management & Contact Us Overview

(<https://www.health.state.mn.us/docs/people/wic/localagency/mbm.pdf>)

Manage Downloads

(<https://www.health.state.mn.us/people/wic/localagency/winnie/training.html#documents>)

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

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