

## Automatic script to delete old files

In many organizations, users are given access to network drives on a file or print server on which they can store documents. but many users create folders and files indiscriminately. and as you probably know within a few months, these folders and files accounted for several gigabits of storage space.

Moving extraneous files and folders is time consuming at best and it uses time that could well be better spent with more proactive tasks that are sitting in your to do list! Administrators typically manually delete old files, which requires opening each subfolder and checking file dates.

### HTML clipboard

The script, shown below, will delete files based on their last modified date, hopefully saving you hours to be getting on with things more important, (like making a coffee or two!)

```
'Delete files in folder you define on error resume next
If Wscript.Arguments.Count <> 3 Then Wscript.Echo "Correct
syntax is:" Wscript.Echo Wscript.Echo "CScript delfile.vbs <path> <date last modified> <cfm delete = true(0) or
false(1)(default)" Wscript.Echo Wscript.Echo "Eg : CScript delfile.vbs D:\IT 14 1" Wscript.Quit End If Set FSO =
CreateObject("Scripting.FileSystemObject") olddate = DateAdd("d", -Wscript.Arguments(1), date) wscript.echo "Today
is " & date wscript.echo "Deleting files since last modified date " & olddate wscript.echo vbcrLf ShowSubfolders
FSO.GetFolder(Wscript.Arguments(0)) Sub ShowSubFolders(Folder) wscript.echo "Folder path : " & vtab &
folder.path count=0 WScript.StdOut.WriteLine 'List all files in each folder set fc=folder.files for each file in fc 'List files to
be deleted if file.datelastmodified < olddate then if Wscript.Arguments(2) <> 0 then 'Deletion will not take place, but
display message wscript.echo "NOT deleted : " & file.name & vtab & file.datelastmodified else 'Deletion will take
place if = 0 wscript.echo "Removing : " & file.name & vtab & file.datelastmodified fso.deletefile(file) end if end if
next WScript.StdOut.WriteLine 'Recursive folders For Each Subfolder in Folder.SubFolders ShowSubFolders
Subfolder Next End Sub
```

The command runs in the CScript command shell, and the command syntax is: delfile.vbs <path> <date last modified> <cfm delete = true(0) or false(1)(default)>

If 14 days from today you want to preview files that haven't been modified since today, type: delfile.vbs D:\IT 14 1

Setting the last parameter to 1 (false) causes the script to simply display the results. To delete the files, change the parameter to 0: delfile.vbs D:\IT 14 0

Before you use the script to delete files from your network, copy the files from the network drive to the local hard drive and test the script.