

Application Tools for the Management and Clean – up of Shared Network Drives

Clean out the ROT (Redundant, Obsolete, and Trivial Files). These files are the Temp files; or system generated files; Personal content; Orphaned content; Duplicates; and other Documents types. This analysis would probably fall to your IT team member.

Note: Tools available - there are tools that can be purchased or are free to assist with this exercise.

- **Directory Lister Pro** (around \$29.00 <http://www.krksoft.com/>)
- **Cathy** which is freeware
http://download.cnet.com/Cathy/3000-2248_4-10057376.html
- **Advanced Renamer:**
This product will work excellent for renaming files with date modified in front of file name. It has many other features as well, mostly related to bulk renaming.
<https://www.advancedrenamer.com/>
- **Auslogics Duplicate File Finder:** Good for finding unnecessary duplicate files. One thing to consider with this product is that it can only find duplicates that are of the same format. If you have two files named the same, but have different formats, such as PDF and DOC., it will most likely miss these files. There are plenty of freeware programs like this one in case you want variety
<http://www.auslogics.com/en/software/duplicate-file-finder/>
- **Remove Empty Directories:** Does exactly what the title states. It removes empty directories/folders from the drive.
<https://sourceforge.net/projects/rem-empty-dir/>
- **Fixity:** This freeware creates a manifest of files stored in directories identified by the user, documenting file names, locations, and checksums. The user can then schedule regular reviews of the directories to monitor for any changes to files that may point to data corruption or loss. These reviews can also be scheduled to be sent by email as a report to whoever is designated as the recipient. I have never used this one, but could see it being helpful in situations where departments/units want to keep a record of files that were deleted per the RDA.
<https://www.avpreserve.com/avpsresources/tools/>