The requirements of data protection stipulate the deletion of personal data and documents after the end of any purpose-related allocation or legal deadline. bitfarm-Archiv DMS GPL 3.4.x / 3.5.x does not yet offer the possibility to configure a document lifecycle management (DLM). To delete documents and data records, users have to manually select them and move them to the „trash-bin".

By using the attached command line tool „bfa_delete_arc_gpl.exe", any document or data set that is in the trash bin can be completely removed from the DMS.
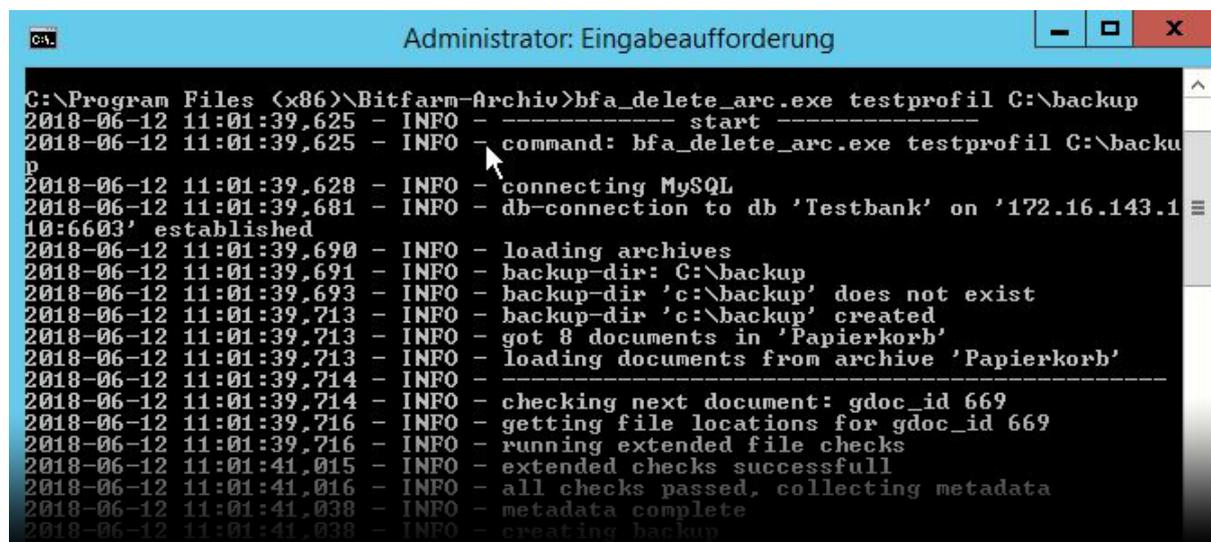
Usage

Unzip the equivalent file to the „bitfarm-archiv" folder on your server. As this is a download via internet, some Windows systems have to flag it as trustworthy (right-hand click, properties → general → unblock). While on your server, please open an administrator command prompt at the „bitfarm-archiv" folder, then enter the following:

bfa_delete_arc_gpl.exe –h

This will list every parameter you are able to use. We recommend to carry out a check by using the parameter –dryrun before you decide to conduct the deletion (a logfile will be created). Another parameter that is required would be the name of your profile (without the suffix „.con"). Additionally, it is necessary that you specify a backup folder (which will be created if it does not yet exist). The deletion will be documented inside of the command prompt.

Example:

Security mechanisms

bfa_delete_arc_gpl.exe only deletes the content of the archive „trashbin" (or „trash-bin"). The tool checks if a document file is used in any other archive; in that case the document will not be deleted and a correlative message will be displayed. The backup folder will make it possible to restore deleted documents, should it be necessary. If you want the deletion to be complete, you can remove this folder after controlling that the process was conducted as requested. **Please note that, after that, these documents and datasets are completely eliminated and cannot be restored.**