



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
MONTGOMERY COUNTY, MD.

DIVISION DIRECTIVE

DIVISION OF ADMINISTRATIVE SERVICES

NUMBER: 06-05

July 6, 2006

TO: All MCFRS Personnel
FROM: Division Chief Randy M. Wheeler
SUBJECT: Computers-Deleting the Internet Cache

This directive is to provide direction on how to properly maintain all County owned computers. Some web sites store information in a small text file on your computer called cookies. Windows 2000/XP user **accounts** separate each user's cookies. Over time, accounts may develop a very long list of files, which can eventually cause problems. To prevent and correct these problems, the browser's Cache and key folders need to be routinely cleared.

In the past, users have been directed not to clear these files because cookies provide information about Internet use. However, now that workstations are connected to the county network and servers, other tools are available to track Internet activity.

Therefore, each user is directed to follow these simple steps (after each Internet use) to clean up their Internet cache.

Delete cookies

- In Internet Explorer, click on the **Tools** menu, click **Internet Options**
- On the **General** tab, click **Delete Cookies**

Delete temporary Internet files

- In Internet Explorer, click on the **Tools** menu, click **Internet Options**
- On the **General** tab, click **Delete Files**

Clear the Internet history

- In Internet Explorer, click on the **Tools** menu, click **Internet Options**
- On the **General** tab, click **Clear History**

Each user is also directed to dump their Internet cache completely (**at least once a month**) by running a **Disk Cleanup**.

- Close all Programs
- On the **Start Menu**, click on the **Programs** menu, click on the **Accessories** menu, click on the **System Tools** menu, click on **Disk Cleanup**

** This does not completely clean up the Internet cache so each user must also complete the following, at least once a month.

- Close all Programs
- On the **Start Menu**, click on the **Program** menu, click on the **Accessories** menu, click on the **System Tools** menu, click on **Disk Cleanup**
- Click once to highlight 'Temporary Internet Files'
- Click 'View Files' button
- Delete all the files and folders that appear

Note: New (clean) files and folders will be generated the next time you open Internet Explorer. You may not be able to delete the index.dat file.

You may also search for and delete the contents of these folders to assist with the clean-up process.

/cookies

/temp

/my recent documents

/recent

To limit the amount of Internet cache that gets stored on your profile, each user should do the following:

Limit the number of days to save history

- In Internet Explorer, click on the **Tools** menu
- Click **Internet Options**
- On the **General** tab, set **Days to keep pages in history** to 0

Reduce the amount of Internet cache

- In Internet Explorer, click on the **Tools** menu
- Click **Internet Options**
- On the **General** tab, click on Settings
- Set **Amount of disk space to use:** to 0 mgs

If each user follows these procedures, the “slowness” with enterprise workstations should be alleviated.

If you have any questions concerning these procedures, please contact the
IT Help Desk on 240-777-2287.