**Identify Your Personal Digital Archive**

Use this worksheet to identify the current state of your personal digital archive.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Categories of files for my archive. | How do I create … ?  (aka what devices and services do I use to create … ) | Where do these files and/or information “live”? | What are the file types/formats for these? | Do I want these files in my permanent personal digital archive? |
| *Example:*  *Images* | *Cell phone*  *Digital camera*  *Instagram*  *Snapchat* | *Cell phone*  *SD memory card*  *Instagram*  *Computer*  *Cloud service* | *.jpeg* | *Cell phone – yes*  *SD memory – yes*  *Instagram – no*  *Computer files – yes* |
| Images |  |  |  |  |
| Audio/Visual |  |  |  |  |
| Documents |  |  |  |  |
| Data |  |  |  |  |



**Personal Digital Archive Plan**

Use this worksheet to create your own management plan for your personal digital archive.

1. Identify & Select – I want to keep the following digital files in the short term and will save the files for \_\_ number of years.

|  |  |
| --- | --- |
| Digital Files | Save until |
| *e.g. receipt for a major online purchase* | *Save until the warranty expires* |
|  |  |
|  |  |
|  |  |

1. Identify & Select – I want to keep the following digital files permanently.

|  |  |  |
| --- | --- | --- |
| *e.g. digital family photos* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Store & Protect – I save my files in (the storage medium I use to save my files, computer, hard drive, cloud, etc.):
   1. Main file storage location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Backup file storage location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Store – My files will be stored in the following folders:

|  |  |  |
| --- | --- | --- |
| Folder name | Sub-folder name | Purpose |
| *e.g. Photos* | *Family\_Photos* | *All family photos* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Mange & Provide – Can I tell what the file is by the file name? Y / N
   1. If no, my files will be named in the following ways:

|  |  |
| --- | --- |
| File type | File name |
| *e.g. Family photos* | *lastnamefirstname\_place\_yyyymmdd* |
|  |  |
|  |  |
|  |  |
|  |  |

1. Manage – An inventory of my person digital archive is saved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Manage – I will check the files in my personal digital archive every year on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

