

Question: How do you keep up with your family and friends and how do they keep up with you?

Personal Digital Archiving (PDA): An Introduction

North Carolina Government & Heritage Library

Website: <https://statelibrary.ncdcr.gov/ghl>

Email: SLNC.reference@ncdcr.gov

Phone: (919) 814-6790

Online chat: bit.ly/AskGHL

- I. Introduction & Welcome
- II. Personal Digital Archive: What is it?
- III. Steps to Get Started in Personal Digital Archiving:
 - a. Identify & Select
 - b. Store & Protect
 - c. Manage & Provide

Personal Digital Archiving (PDA) is the active maintenance of your digital life including preservation, management, and access.

Examples of what can be in a PDA:

- Emails
- Photographs (from cell phone)
- Social Media (Tweets, Instagram posts, Facebook pages)
- Digital Receipts
- Email / Email Correspondence
- Tax Returns (digital)
- Scanned Family Photos
- Medical Records
- Contracts or Lease Agreements
- Personal Website or Online Portfolio

Tips to remember for Personal Digital Archiving:

- **Remember** you don't have to save everything and it's never too late to start!
- **Filenames:** the shorter, the better; be unique, descriptive, consistent; use dates & names
- **File Formats:** pick popular and simple formats like tiff, pdf, txt, and jpg
- **Regularly check** your digital files by opening them and making sure you can still see them / use them
- **If digitizing, avoid destroying** the original paper version
- **Storage:** always save multiple copies in multiple, different places (Lots of Copies Keeps Stuff Safe)
- **Avoid relying** on third party applications or websites completely. Keep backups!
- **Record sources and URLs** to remember where you found or downloaded information
- **Follow password** protection best practices and do not use the same password for everything
- **Track how to access** your digital world so you know the rules for accessing accounts if something were to happen to you or if you got locked out
- **Be consistent** when naming, creating, and organizing your digital files

Definitions

- **Born Digital** – digitally created content; the content has always been digital, it isn't made digital through scanning. Examples: pictures taken with your cell phone, emails, digital receipts from Amazon
- **Digitization** – the process of transforming physical material into a digital (electronic) form, especially for storage and use in a computer; also called scanning or imaging.
- **File Format** – the type of content you are storing, using, and/or displaying; .pdf, .doc, .jpg, and .txt are all different file formats; File format types will inform the digital content's quality, size, look, and level of interaction
- **Storage** – where digital content is saved; this may include storage on a personal computer, external hard-drive, in cloud storage, or some combination of all approaches
- **Metadata** – information that describes significant aspects of a resource (title, date, creator, type, etc.)
- **Master / Preservation Copy** – original version of digital content that is set aside to protect it from harm, injury, decay, or destruction. It is used only to make other copies for access and tends to be a higher quality format.
- **Access Copy** – digital copy of the original saved with a lower resolution and/or a compressed format (making it a smaller file) to allow for easy sharing / display
- **Resolution** – the number of pixels in an image; the higher the resolution, the more detailed and crisp the image and the larger the file.

Notes

Question: How often do you get a new cell phone or laptop/computer? What do you do with the content on the old phone / computer?

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Question: What kind of devices (phone, computer, tablet, etc) do you use regularly?

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Question: What do you consider a digital memory?

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Question: What are you hoping to learn today at the PDA workshop?

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