



Survival Strategies for Personal Digital Records

From the Council of State Archivists

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Electronic files are much more fragile than paper records, and their long-term survival requires attention and planning. These tips can help you better preserve your personal digital collections.

Personal Files:

- Focus on your most important files, such as resumes, school papers, financial spreadsheets, letters, maps, and family histories. Focus your efforts on those with long-term value.
- Print out your most critical files to protect them against loss. Doing so increases the chances that your documents and images will remain accessible and allows you to focus upon backing up and copying/migrating files that cannot easily be printed out (e.g., databases, video files).
- Create multiple copies of the files and manage them in different places. Doing so will keep your information safe even if your computer crashes. Use automatic backup programs (either cloud or local) to ease the burden.
- Organize your files by giving individual documents descriptive file names. Creating a directory/folder structure on your computer will help you organize your files. Write a brief description of the directory structure and the documents for future reference. Remember that someone else may need to make sense of them in the future.
- Storage media have limited life spans, so you can't just file and forget. Make sure to check your files once a year or so to ensure they are still readable. Keep track of the formats and media you use, so you are prepared to move the files forward as computer systems change.
- Convert important files to a universal output format such as plain text (.txt), Rich Text Format (.rtf), or PDF/A (a form of PDF designed to support long-term preservation). These formats are less likely to be inaccessible in the future. Identify files in obsolete formats for conversion as soon as possible.

Digital Images:

- Back up and copy/migrate your images as outlined above
- Organize them as you create them. It is much harder to identify thousands of images as time passes. Photo management software can help, but remember that software will eventually go obsolete. Make sure you can understand your photos without it.
- In addition to facing the threats outlined above, image files are often compressed, which reduces file size but can permanently remove some visual information. Save important images either uncompressed or with lossless compression. Good choices format choices include TIFF (.tif), and JPEG2000 (.jp2).
- The resulting files are often quite large, so treat them as "master copies" and create GIF (.gif) or JPEG (.jpg) "use copies" to share via e-mail or the Web.
- You can also print out your images. To ensure that your images last for decades, order prints from a lab that will place them on an archival medium.

Additional Resources:

- The Library of Congress is a great resource for information on personal digital archiving, found at: <http://www.digitalpreservation.gov/personalarchiving/records.html>
Key resource:
Preserving Your Digital Memories:
http://www.digitalpreservation.gov/personalarchiving/documents/PA_All_brochure.pdf
- The University of Michigan Library publication entitled ***Preserving Personal Digital Files*** is also a great resource. It contains a wealth of suggestions for further reading as well. This publication can be found at: <http://www.lib.umich.edu/files/services/preservation/PreservingPersonalDigitalFilesGuide.pdf>