

Personal Archiving Resources

Where to learn more:

The Complete Guide to Personal Digital Archiving by Brianna Marshall

- This book is written for librarians but provides practical and understandable definitions and approaches from which anyone can benefit.

The Library of Congress website

- The Library of Congress maintains a website with a range of resources dedicated to personal archiving. Find it at <http://www.digitalpreservation.gov/personalarchiving>.

Personal Archiving Glossary:

Glossary:

- Archive—is an organized and permanent collection of records
- Digital Archive—a system designed for locating, storing, and providing access to digital materials over the long term
- Personal Archive—an archive dedicated to preserving records and memorabilia of individuals or family groups
- Metadata—data about data. Structured information describing resources/objects.
- Format—the physical medium in which information is recorded, including print and digital
- File Type—the type of code in which a digital file is written
- Migration—the move from one hardware or software platform to another
- Digitization—the process of converting data to a digital format

All definitions are borrowed directly or adapted from the Online Dictionary for Library and Information Science by Joan M. Reitz <https://www.abc-clio.com/ODLIS>

Digital Preservation Strategies:

3-2-1 Rule

- Keep at least **3** total copies of your data—for example, keep a video on a DVD, a flash drive, and cloud storage.
- Store data as at least **2** ways—for example, store photos on a flash drive and cloud storage.
- Keep **1** copy offsite—for example, keep a flash drive with important photos in a safe deposit box.

Replication, Redundancy, Planned Migration

- Replication—keep several copies of files
- Redundancy—keep files in multiple places
- Planned migration—migrate files before the format becomes obsolete and inaccessible.

Your Own Personal Archive

Activity 1

The first step of any archiving project is to sort through everything you have and make decisions about what to include and what, if anything, to retain and to digitize. Creating archive collections with meaning and usability, whether digital or analog, can take time, so you want to decide up front which objects or information you want to invest time in.

With your group, explore the collection of objects before you. Consider the following questions:

- Which objects would you include in a personal archive? Why?
- What would you NOT include in your archive? Why?
- Does the format/media of the object affect your decision?
- How might you organize the objects you include in your archive?
- Think about your own photos, videos, and audio. What would you choose to include in a personal archive?

Discuss your answers in you group. Do you agree? Disagree? What are some factors that affect your decisions about what you might include in your personal archive? Be ready to share the results of your discussion with the class.