

## 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—File Management and Organization Activity

For Part 1 and Part 2, use the “Activity 2” folder on your desktop. “Activity 2” contains two folders, “Photos A” and “Photos B,” which contain files that are organized and named in different ways.

### Part 1

Compare the way that files in the Photos A and the Photos B folders are organized and named. How could these organizational and naming methods help you organize pictures? What might you choose or change for your personal archive?

Photos A	Photos B

### Part 2

Choose one of the Photos folders (A or B) and write a description of the contents and organization of the folder—imagine that you are writing for yourself five years from now. Consider:

1. How are the files named? How does this effect their organization?
2. How are files grouped? Why is that grouping important?
3. What metadata is included? How might this be useful?

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