

## Personal Archiving Digitization Plan

### Step 1: Take Inventory

Questions to consider:

- What do you have?
- Is it all worth keeping?
- What (if anything) do you want to digitize?

Type of Object	Format	Location	Digitization Decision
Example: 500 Photographs	Printed photos	A shoebox	Will digitize 100 of the best photos.

### Step 2: Plan Your Project

Questions to consider:

- What equipment do you need to digitize this object?
- How do you want to store or preserve it? Remember the 3-2-1 strategy!
- Do you want to share it with anyone?

Objects to Digitize	Digitization Method	Resulting Format	Storage/Preservation
Example: 50 slides	Scanning	jpeg (digital file)	Home computer, external hard drive, cloud storage.

### Step 3: Start Digitizing!

Questions to consider:

- How long will digitization take?
- What do you need to bring with you?
- How will you save or store the digital files?



**Step 4: Organize**

Questions to consider:

- Are there elements of the files you want to emphasize? People, places, events?
- How could you organize the files to reflect these?
- Write a description of your organizational scheme that would enable you or another person to navigate the file organization without prior knowledge.

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**Step 5: Manage**

Questions to consider:

- Which digital preservation strategy will you utilize for these files?
- When will you revisit these files and consider a planned migration?

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