



Personal Archiving

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What is personal
archiving?



- “Personal archiving refers to the collection, management, and preservation of personal and family materials”

– From *The Complete Guide to Personal Digital Archiving* by Brianna Marshall



Personal Archiving

- Collection
- Preservation
- Management



Before Break

Sorting and selecting (Collection)

Preservation and storage (Preservation)

Organization/Metadata (Management)



After Break

Digitization Demonstration (Preservation/Management)

Digitization Plan



A few Notes:

1. Click, Right Click, Double Click
2. Ask questions
3. Help your neighbor



Preservation

- “Prolonging the existence of a material by maintaining a condition suitable for use.”
– ODLIS



Analog or Digital



Analog

- Storage
 - Dry
 - Out of direct light



Digital

- Storage
 - Physical/hardware
 - Cloud



Digital Preservation Strategies



3-2-1

- 3 copies
- 2 media
- 1 off-site location



Replication, Redundancy, Planned Migration

- Replication—keep multiple copies
- Redundancy—have multiple formats in different locations
- Planned Migration—maintain accessible formats



Metadata

- “Data about data. Structured information describing objects for a variety of purposes”
 - ODLIS



Thank You

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