

Identify Your Personal Digital Archive

Use this worksheet to identify the current state of your personal digital archive.

Categories of files for my archive.	How do I create ... ? (aka what devices and services do I use to create ...)	Where do these files and/or information “live”?	What are the file types/formats for these?	Do I want these files in my permanent personal digital archive?
<i>Example: Images</i>	<i>Cell phone Digital camera Instagram Snapchat</i>	<i>Cell phone SD memory card Instagram Computer Cloud service</i>	<i>.jpeg</i>	<i>Cell phone – yes SD memory – yes Instagram – no Computer files – yes</i>
Images				
Audio/Visual				
Documents				
Data				

Personal Digital Archive Plan

Use this worksheet to create your own management plan for your personal digital archive.

1. Identify & Select – I want to keep the following digital files in the short term and will save the files for ____ number of years.

Digital Files	Save until
<i>e.g. receipt for a major online purchase</i>	<i>Save until the warranty expires</i>

2. Identify & Select – I want to keep the following digital files permanently.

<i>e.g. digital family photos</i>		

3. Store & Protect – I save my files in (the storage medium I use to save my files, computer, hard drive, cloud, etc.):

- a. Main file storage location: _____
- b. Backup file storage location: _____

4. Store – My files will be stored in the following folders:

Folder name	Sub-folder name	Purpose
<i>e.g. Photos</i>	<i>Family_Photos</i>	<i>All family photos</i>

5. Manage & Provide – Can I tell what the file is by the file name? Y / N

- a. If no, my files will be named in the following ways:

File type	File name
<i>e.g. Family photos</i>	<i>lastnamefirstname_place_yyyymmdd</i>

6. Manage – An inventory of my person digital archive is saved: _____

7. Manage – I will check the files in my personal digital archive every year on _____ (date).