## 4.6 – Documenting and archiving data

### Data collection and archiving procedures

Our data is both collected and archived in our GitHub repository, on top of being stored on our own laptops. When a document has to be updated with mutated information it is to be downloaded, edited and then pushed back to the repository. By storing and updating our data this way we can check when and what changes have been made to our files and in case of error we can always revert back to an older version if needed.

### Checking existing documentation with reference to data collecting and/or application content

We are going to read through all of the existing documentation and conclude if there are any changes to be made or additions to be included, if so, we will then do so. If there is nothing for us to change or add the only thing we will do is base our own documentation formatting on the existing documentation as we work on improving the application content. As for the application content itself, we will download it and continue to improve and change it to support the functions that are requested by our client.

### Providing a way for documentation with reference to data collecting and/or application content to be stored in an orderly fashion

There will be separate folders for our documentation and application content to be stored in, furthermore there are separate folders available in the application content for their respective file types and the documentation will be titled appropriately to easily see what it is about.