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2017

Personal Digital Archiving

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Personal Digital Archiving In...

LIBRARIES

Preserve Your Website Data in `0:02:00`

1. **Locate & copy your website URL**
   Blog, resume, profiles

2. **Navigate to the** *Internet Archive's Wayback Machine*:
   https://archive.org/web/

3. **Paste URL in Save Page Now**

Preserve Your Data in `2 hours`

1. **Locate all of your digital document files**
   Class reports, notes, personal finance spreadsheets

2. **Remove unnecessary files**
   Duplicates or old drafts

3. **Copy your files to a trusted storage environment,** UNL Box

Pro Tip **Avoid saving to legacy storage carriers, such as CDs.**

Preserve Your Data in `2 days`

1. **Identify what files have permanent value to you.**

2. **Create a list of the file format types, as well as the directory paths.**

3. **Identify "at-risk" file formats in the list – any file created in proprietary software.**

4. **Convert files to an open standard format**

   Images: **TIFF or JPEG**
   Video: **MP4**
   Audio: **WAV**
   Text: **TXT or PDF**

   Many Adobe and Microsoft products can convert files to open standard formats.

Pro Tip **Most software applications allow saving in open standard formats. Explore the possibility of automating this task for large sets of files.**

Preserve Your Data in `2 months`

1. **Compile devices and personal data**
   Locate external hard drives, copy data from cell phones, download personal websites, download email accounts

2. **Organize files into groups and identify files containing long-term information**
   Important emails, scanned family photos, resumes
   Remove unnecessary files.

3. **Go meta! Embed descriptive information in the file properties**
   When, where, who

4. **Convert old file formats to open standard formats.**

5. **Copy your "cleaned" data set to 2 different locations**
   UNL Box and your personal computer
   Repeat every 4-5 years.

Pro Tip **Be aware of sensitive information**
Scanned health records, files containing passwords, embedded contact info

BASIC PRINCIPLES
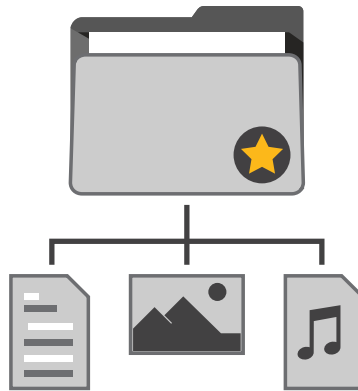
1 IDENTIFY what you want to save

2 Decide what is MOST IMPORTANT to you
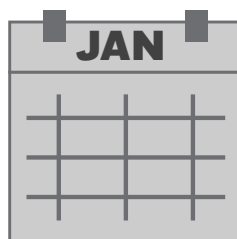
3 ORGANIZE the content

4 Make COPIES & MANAGE them in different places

5 Manage your archive OVER TIME

JAN

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