

Personal Digital Archiving

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Agenda

- Why create and maintain a Personal Digital archive?
- Define a few concepts
- 3 Step Digital Archiving
- Physically storing digital stuff
- Preserving your online digital stuff (social media, websites, email)

Why archive your digital files?

**Neglect is not
benign for digital**

Threats to Digital Files

- Digital hardware failures
- Lost login information
- Digital storage service failures
 - Service's storage technology can fail
 - Digital Storage businesses can fail
 - User export options change
- File formats can become inaccessible

A few concepts

- Digitized or Born Digital?
- Proprietary or Open Source?
- File formats
- Metadata
- Digital Storage

BORN DIGITAL

Content created digitally. This material has always been digital

Examples:

Office files: word documents, spreadsheets, PowerPoint slides

Social media, web content

Email

DIGITIZED

Content was not created digitally, but was transformed into a digital file through digitization (scanning, imaging)

Examples:

Scanned photograph or text document

Digital surrogate of a cassette tape

PROPRIETARY

Technology (usually software) that is privately owned and controlled under licensing terms that restrict users' rights to modify, distribute, or access the technology and its underlying source code.

Example: Microsoft Office

OPEN SOURCE

This software's source code is freely available to anyone, allowing users to view, modify, and distribute the code under specific license terms.

Example: LibreOffice

File Format

The structure of a file that defines how data is stored, organized, and interpreted by software applications

File formats can be open source or proprietary

Examples:

- Microsoft Word (.docx)
- GIF, JPEG, and PNG
- Portable Document Format (.pdf)
 - PDF-A for Archival Use
 - PDF-UA for Universal Accessibility

Digital Storage

Removable Media – floppy disks, CDs/DVDs, external hard drives

Server - a computer or system that provides resources, data, services, or programs to other computers over a network

Local storage – files saved on your computer

Cloud storage – files saved on someone else's server

Metadata

Data that provides information about other data

temp Properties

General | Sharing | Security | Previous Versions | Customize

temp

Type: File folder

Location: C:\

Size: 146 MB (153,910,196 bytes)

Size on disk: 146 MB (153,919,488 bytes)

Contains: 4 Files, 0 Folders

Created: Tuesday, May 14, 2024, 4:27:26 PM

Attributes: Read-only (Only applies to files in folder) Hidden Advanced...

Archives at Yale

Repositories ▾ Collections Subjects Names Help 🔍

[no label information]

Item — Box: 17

Call Number: **GEN MSS 1015, Series VI, Item 2012-genm-76-0005**

Request PDF Finding Aid Citation Ask a Question



Dates

2000s

Creator

- From the Collection: [Rakoff, David](#)

Conditions Governing Access

From the Series:
 Restricted fragile material. Reference copies of electronic files may be requested. Consult Access Services for further information.

Extent

1 External Hard Drives
 736556537 bytes (736.55 Megabytes.)

Language of Materials

From the Collection: English

Navigate the collection

- David Rakoff papers
 - + Series I: Correspondence, 1949-2012
 - + Series II: Writings, 1990s-2000s
 - + Series III: Personal papers, 1980s-2010s
 - + Series IV: Printed materials, 1990s - 2000s
 - + Series V: Audiovisual materials, 1980s-2000s
 - Series VI: Electronic media, 2000s
 - INTOLERABLE dir: ALISON MACLE...
 - THE NATURALIZED Preview Screenshot
 - DAVID RAKOFF @ Cd coop--
 - DAVID RAKOFF PHOTO SCANS &...
 - [no label information]

3 Step Digital Archiving

- Select
- Organize
- Maintain

Select

- Decide what digital files you want to save
 - Level of current and future use
 - Uniqueness
 - Personal value
- Identify what kind of files you want to save

Store

- Identify where files are currently stored
- Create back-up copies
 - Recommend at least two different storage mediums/locations.
For example: Box Drive and an external hard drive
 - Consider 3 copies for your most important files

Manage

- Folder and file names
 - Bulk Rename Utility – free download for personal use
- Schedule annual storage check
- Schedule hardware refresh every 5-7 years

To the Handout!

| | | | |
|--|--|---|--|
| <p>How do I create ? (aka what devices and services do I use to create ...)</p> | <p>Where do these files and/or information “live”?</p> | <p>What are the file types/formats for these?</p> | <p>Do I want these files in my permanent personal digital archive?</p> |
|--|--|---|--|

Physical Storage – Floppy Disks

- Store away from magnetic fields such as speakers, televisions and PCs.
- Store boxed discs upright on shelves or within boxes on shelves.
- Label the boxes rather than the disks.
- Avoid adhesive labels as the adhesive can migrate and damage the magnetic media.

Physical Storage – CDs and DVDs

- Store discs vertically in jewel cases, preferably polypropylene.
- If you need to label discs, use a water-based permanent marker on the clear inner hub.
- Avoid applying adhesive labels.

Physical Storage – Solid State Media (USB sticks, memory cards, etc)

Flash drives, pen drives, compact flash and SD cards are solid state with no moveable parts. The inner workings are primarily a printed circuit board soldered into place.

- Always replace the cap on USB sticks.
- Store in a cool, dry place

Online Content – Social Media

- If the website supports exports
 - Run a test export to see how what content is exported and how it's organized
 - Schedule reminders to regularly export content
- If exporting is not possible, consider preserving content pre-upload

Online Content

Access archived web pages by searching the Wayback Machine

Use "Save Page Now" to self-serve web archiving via the Wayback Machine

web.archive.org

INTERNET ARCHIVE

ABOUT BLOG PROJECTS HELP DONATE CONTACT JOBS VOLUNTEER PEOPLE

INTERNET ARCHIVE

WayBack Machine

Explore more than 916 billion web pages saved over time

Enter a URL or words related to a site's home page

Tools

- Wayback Machine Availability API
- Chrome Extension
- Firefox Add-on
- Safari Extension
- MS Edge Add-on
- iOS app
- Android app

Subscription Service

Archive-It enables you to capture, manage and search collections of digital content without any technical expertise or hosting facilities. Visit Archive-It to build and browse the collections.

Collection Search

Enter any keyword

.gov PDFs

SEARCH

This service is based on indexes of specific data from selected Collections.

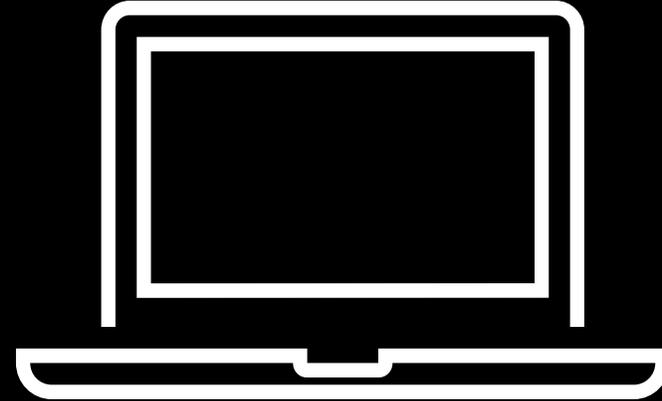
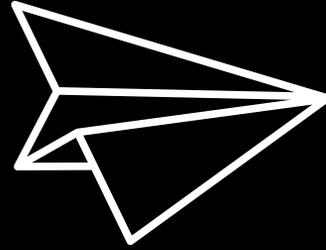
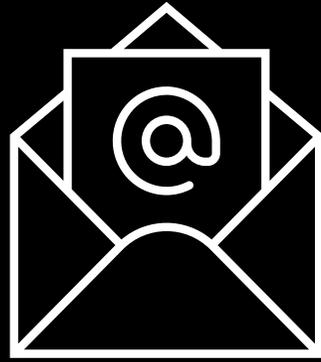
Save Page Now

https://

SAVE PAGE

Capture a web page as it appears now for use as a trusted citation in the future.

Email



- Parts of an email
 - Header
 - Body text
 - Attachments
 - Web content
- Where is your email stored?

Library Resources

Coming soon!



New Haven Memory Lab - COMING SOON!

The New Haven Memory Lab is a joint project of the New Haven Free Public Library and the Beinecke Rare Book and Manuscript Library at Yale University. It is provided as part of the Beinecke's New Haven Community Archives Support program, which supports New Haveners in preserving their own personal, family, and organization archives.

Resources

- State Library of North Carolina – Personal Digital Archiving Workshop Handout
 - + <https://statelibrary.ncdcr.gov/digital-information-management/personal-digital-archiving#Tab-WorkshopsTools-468>
- Library of Congress Guidance
 - Personal Digital Archiving: <https://www.digitalpreservation.gov/personalarchiving/>
 - Email archiving: https://www.digitalpreservation.gov/personalarchiving/documents/archive_email.pdf
 - File Formats: <https://www.loc.gov/preservation/resources/rfs/>
- The Internet Archive: web.archive.org

Community Archiving Resources

- Caring for Taonga Digital Collections from National Library of New Zealand
 - <https://natlib.govt.nz/files/collectioncare/caring-for-taonga-digital-collections.pdf>
- Digital Preservation for Community Archives: Just One Thing from Digital Preservation Coalition
 - + <https://www.dpconline.org/docman/digital-preservation/community-archives-digital-preservation-toolkit/3382-digital-preservation-just-one-thing/file>

Thank you!