

The Case of the Disappearing Digits



FOLLOW THE CLUES TO PRESERVE YOUR PERSONAL DIGITAL MEMORIES.

Did you know that digital materials can be more difficult to preserve than physical ones? Take this quiz to test your digital preservation know-how.
digitalpreservation.gov/personalarchiving/quiz/

Why Digital Preservation is important to you (Video)
digitalpreservation.gov/multimedia/videos/personalarchiving.html

Library of Congress
digitalpreservation.gov/personalarchiving/

Resources for Personal Digital Archiving from the Bentley Library,
University of Michigan
bentley.umich.edu/dhome/resources/personalarchives.php

Kansas State Historical Records Advisory Board
kshs.org/12255

Produced by the Kansas State Historical Records Advisory Board and the Kansas Historical Society for Archives Month, 2014.

Funded in part by the National Historical Publications and Records Commission.



Preserving Your Digital Memories

ARCHIVING TIPS



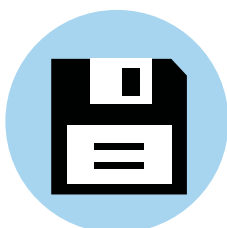
Identify
Where are your digital files located?



Cameras, computer, removable media, and the **Web**.



Decide
Pick the images, audio files, video, etc. that are most important



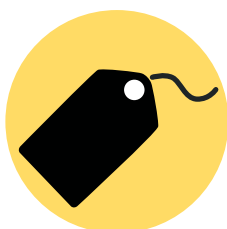
Organize
Where are your digital files located?



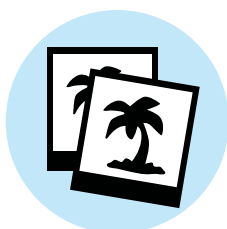
If saving recordings, make sure to **export**.



Save the **highest quality** version of any file with multiple copies



Tag your files with dates, names, and other important information.



Make multiple copies of all files on computer and CD, DVD, thumb drive, or Internet storage.



Check your saved video and audio files **once a year** and copy files to new media every five years.

