

Preserving DIGITAL MEDIA



Because technology evolves quickly

Back up your data.

Digital files can be lost due to device failure, accidental deletion, obsolete formats, electrical surges or physical damage to storage drives. You should keep three up-to-date versions of your data at all times: one on your device, one on an external hard drive stored in a fireproof safe, and one in cloud-based storage. Update all saved copies twice a year or as new materials are created.

Name your files.

Name and organize your files using consistent descriptive words you'll remember. Start with the date the file was created, with the year first. Add description to provide context and help you find the item later. Don't include spaces in file names; separate numbers and words with periods, dashes, or underscores.

Example: 2019.10.31_halloween-party-costumes

File formats and types.

Save your media using the best file format or type. Most file types will become obsolete, so it's important to periodically review and update digital media files to ensure that you can continue to access and enjoy them well into the future. The best file formats for today include: PDF for text and word documents; JPEG or TIFF for photos and other images; WAV or MP3 for audio files; MOV, AVI, MXF, or WMV for video files. For additional information and updates, visit the Library of Congress at www.loc.gov.

What about my phone?

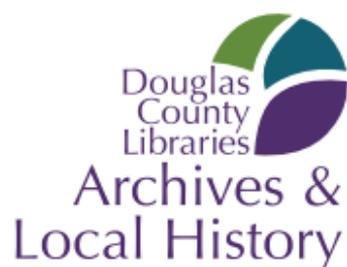
Treat your smartphone like a computer. Save anything you would like to keep in your cloud account as well as on your computer and/or an external hard drive. Write down your phone's password, so your emergency contact can access the records and materials on your phone, if the situation arises.

What about email?

There's no need to save all of your emails, as your email server will do that for you. If you would like to save important emails, download them to your computer as HTML files, making sure to keep all the header information. Again, someone should have access to your passwords in case of an emergency.

Donate

Remember, you can always donate your materials to Archives & Local History! For more information, speak with an archivist.



303-688-7730
DCL.org/history
Monday-Friday, 9am-5pm
or by appointment

100 S Wilcox St
Castle Rock, CO 80104