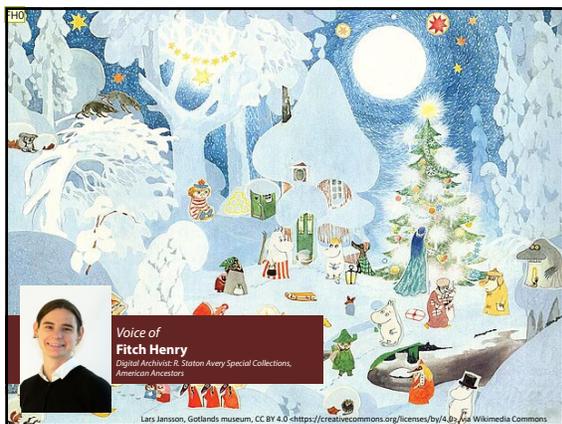




1



2



3

Slide 2

FH0 Change picture and introduction in speaking notes
Fitch Henry, 2025-01-23T20:21:22.278

Slide 3

FH0 Add picture citation (from wikimedia)
Fitch Henry, 2025-01-23T20:21:42.540

Overview

- Background
- Digital Formats
- Lifecycle of Digital Stewardship
- Demo: Extracting files from Bible Records CD

4

Demo Prep

5

BORN DIGITAL	vs.	DIGITIZED
Information created in an electronic format.		Exist in a paper format and have then been scanned.
<ul style="list-style-type: none">- An MS word document- A photo taken with a digital camera or smartphone- An email		<ul style="list-style-type: none">- A polaroid photograph scanned as a jpeg- A handwritten diary scanned as a PDF

Cartoon character: [Lisa Johnson-Gibson](#) via Wikimedia Commons.
Fellon and Paine Family letters, MS A 10706, B Stanton Avery Special Collections, New England Historic Genealogical Society, Special online at [Digital.AmericanAncestors.org](#).

6

What Qualifies as a Personal Record?

Records are things constituting pieces of evidence about the past, especially an account of an act or occurrence kept in writing or some other permanent form (*Google Dictionary*)

Personal vs. Business Records

- An organization owns all its records that are created as evidence of its business transactions
- Likewise, individuals own records of their personal business transacted, and any other records created for historical purposes

7

Record I.D. and Inventory

- Questions to ask yourself when determining if something is a record:
 - Might I need this to substantiate a claim?
 - Is there a legal or financial/tax reason why I should preserve this?
 - Does this have intrinsic or historical value which makes me want to keep it indefinitely?
- Make a list of the records
 - Group into records and non-records
 - Determine how long to keep the records

8

Types and Retention of Personal Records

Record Type	Examples	Retention Period (how long to preserve)
Financial	Loan Payoffs, Tax Returns, Cancelled Checks, Bank Statements, Paycheck Stubs, Investment Statements, Medical Bills	Varies
Legal	Wills, Trust Documents, Marriage Licenses, Adoption Papers, Death Certificates, Deeds	Varies
Medical	Test Results	Indefinite
Historical	Photos, Videos, Audio, Scanned or "born digital" Documents	Indefinite

9



TIP:
You don't
have to
keep
everything!
...

Borghese, Guffel, CC0, via Wikimedia Commons

10

Formats of Records

- Records are increasingly being “born digital”
- Most records can be preserved digitally instead of in paper format
- Unlike paper records, long term digital records need special treatment

```
<!--meta-->  
meta http-equiv="Content-Type" content="text/html; charset=windows-1250" />  
meta http-equiv="Content-Language" content="en" />  
meta name="author" content="Pannage" />  
meta name="robots" content="index, follow" />  
meta name="googlebot" content="index, follow, snippet, archive" />  
meta name="REVEAL:API" content="27 days" />  
meta name="copyright" content="© 2013 Pannage M.T.L." />  
meta name="newsread" content="http://www.pannage.org/metadata/pannage-m.t.l.-masterka-hulke/" />  
meta name="description" content="Pannage M.T.L. - HTML, Text, Video, Picture, Download and much more." />  
!-- BRROWSER SPECIFIC FEATURES -- ALL OFF /-->  
!-- HTML -- "helpful" features /-->  
!-- OPERA -- image rescaling /-->  
meta name="viewport" content="width=device-width, height=device-height, initial-scale=1.0, maximum-scale=1.0" />  
!-- BRROWSER SPECIFIC FEATURES -- end /-->  
!--meta-->
```



Pannage, CC BY-SA 3.0 <<https://creativecommons.org/licenses/by-sa/3.0/>>, via Wikimedia Commons Internet Archive Book Images, No restrictions, via Wikimedia Commons

11

What do you have? Where is it?

- Floppy Disks
- Flash Drives
- External Hard Drives
- CDs and DVDs
- Cloud storage
- Email Accounts
- Software Programs
- Smartphones
- Digital cameras
- Websites/blogs/social media accounts



12

MY "stuff"

- A CD with recording of my grandmother
- Scanned PDFs of my notes from library school
- Notes and photos on smartphone ("backed up" on laptop)
- Photos, papers, video files on laptop (backed up on Google Drive)

Bad archivist!

13

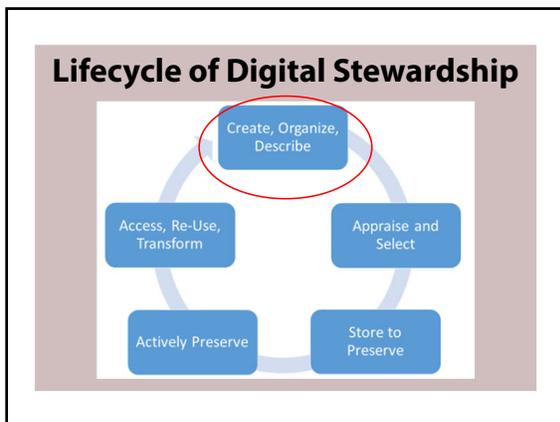
OH NO!

I have one, some, or all of these things!

TIP:
Don't panic!
...

Cary Grant and Katherine Hepburn in Bringing up Baby

14



15

Think Ahead

- How should you create your records?
- How will you be able to most easily find your records?
- How will you be able to use your records at a later date?

**If you can't find them or you can't open them,
they are of no use to you!**

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Create Your Records

- As you create a record (start a new word document, take a photograph with your smartphone) you should think about:
 - Organization
 - File names
 - Folder structure
 - Metadata
 - Preservation
 - Back-up
 - Check-in

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“Findability”

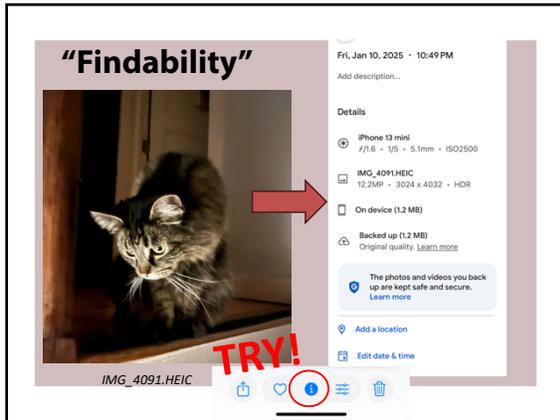


Things that can increase findability and factors that assist with this:

- Ability to be able to find using a search tool
 - Metadata
 - Full Text Indexing
 - Intelligent and Standard file naming
- Ability to find manually
 - Intelligent and Standard Organization
 - Intelligent and Standard file naming

IMG_4091.HEIC

18



19

Unique & Descriptive File Names

How do you name your digital photographs?

- **IMG_4091.HEIC** *hmmm!*
 - Consider: **sacha_cat_20250110.heic**
 - Even better: **sacha_cat_on_stairs_20250110.heic**
 - add descriptive metadata embedded in photograph

How do you name your word documents?

- **genealogyreportfinal.doc**
 - Consider: **watsongenealogy_final.doc**

20

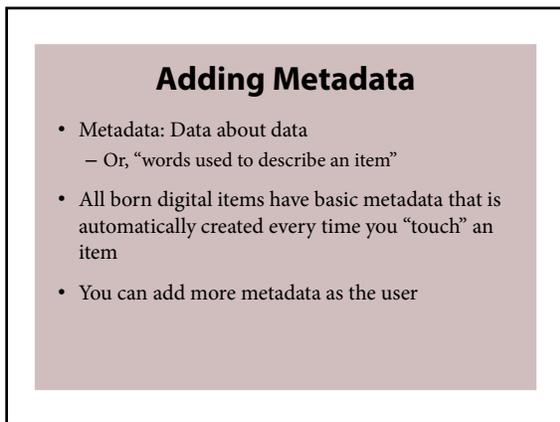
Folder Trees: Don't!

Name	Date modified	Type	Size
jpeg.jpg	11/28/2017 9:00 AM	JPG File	216 KB

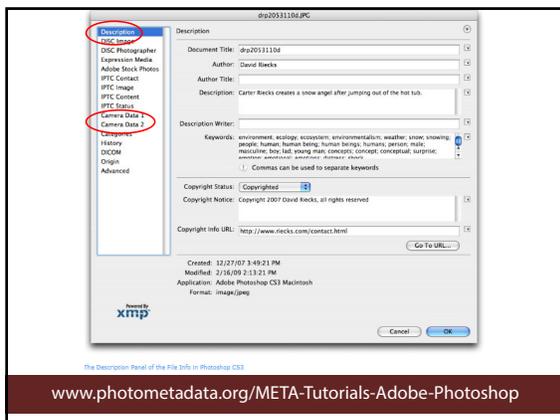
21



22



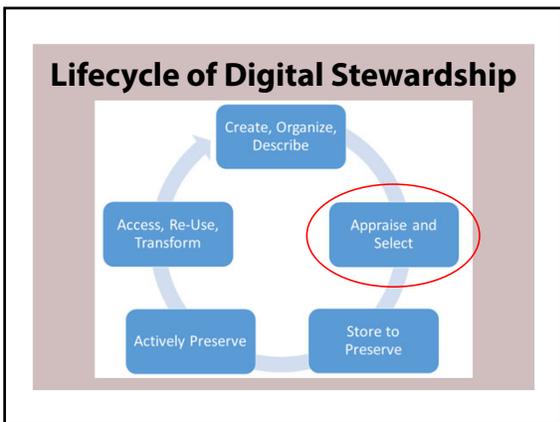
23



24



25



26

Appraisal: I.D. and Inventory

- Is this a record? Ask...
 - Might I need this to substantiate a claim?
 - Is there a legal or financial/tax reason why I should preserve this?
 - ***Does this have intrinsic or historical value which makes me want to keep it indefinitely?***

27

Appraisal: Decisions

- The records' provenance and content
- Their authenticity and reliability
- Their order and completeness
- Their condition and costs to preserve them
- **Their intrinsic value**

From the Society of American Archivists:
<https://www2.archivists.org/glossary/terms/a/appraisal>

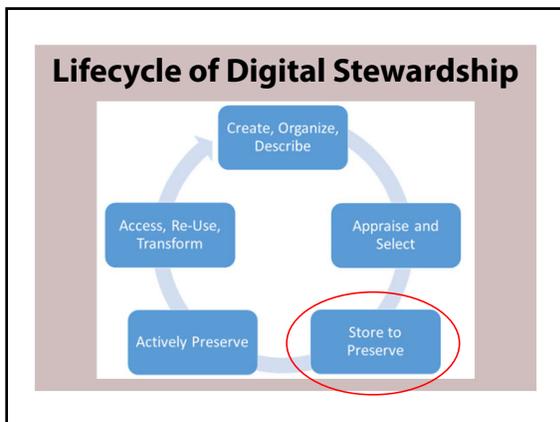
28



TIP:
You don't
have to
keep
everything!
...

Brothers Ditzel, CC0, via Wikimedia Commons

29



30

Storage Options

- Cloud service
- External storage



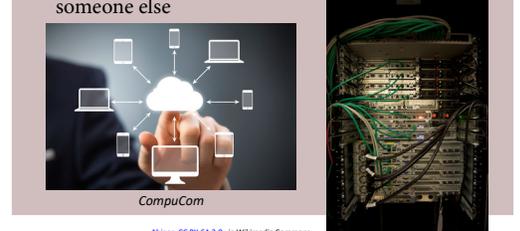
Cary Grant, *The Philadelphia Story*

Free Clip Art, CC BY-SA 4.0, via Wikimedia Commons
Santteri Vainamaki, CC BY-SA 4.0, via Wikimedia Commons

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Cloud Storage

- Your photos, documents, music, email, etc. are stored and managed on servers that belong to someone else



CompuCom

Ahijor, CC BY-SA 3.0, via Wikimedia Commons

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Cloud Storage: Examples

- Google Drive - 15 GB Free Storage
- Apple iCloud - 5 GB Free Storage
- Dropbox - 2 GB Free Storage
- Box - 10 GB Free Storage
- Microsoft One Drive - 7 GB Free Storage
- Amazon Cloud Drive - 5 GB Free Storage



Comparison of Cloud Services:
http://en.wikipedia.org/wiki/Comparison_of_online_backup_services

Free Clip Art, CC BY-SA 4.0, via Wikimedia Commons

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Cloud Storage: Pros and Cons

Pros	Cons
Sync data from multiple devices and access data anywhere from any device	Security and privacy concerns
Provides backup and recovery of data	File type restrictions
Inexpensive storage option for small amounts of data	Companies and services are not permanent and can change

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External Storage

Stores data outside of your computer, laptop, camera, phone, or other device

- External hard drive
- USB flash drive
- DVD
- Blu-ray
- CD



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External Storage: Pros and Cons

Pros	Cons
You can store an unlimited amount of data outside of your device	Drives can be damaged or lost
Provides a backup for your data if your device is lost or damaged	Data can rot and decay over time
Cheaper than cloud storage	More expensive than an internal drive of equal capacity

36

Data Can ROT?

Bit rot is slow deterioration in the performance or integrity of data stored on media formats

TheDoubleDeuce, Public domain, via Wikimedia Commons
Pascal Kings, CC BY 4.0, via Wikimedia Commons

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- LOCKSS -

Corrupt files in the wild

Pros	Cons
If one copy is corrupted, you have a back up	Need to sync and monitor multiple systems
Convenience of local copy with security of possible geographic distribution	Additional cost of managing multiple options

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Long-term Usability

- Will you be able to open and use your records 5 years from now? 10 years? 20 years?
- Be mindful of the following:
 - File Formats
 - Storage Media
 - Storage Location

Inductiveload, Public domain, via Wikimedia Commons
The dodo and its kindred or, The history, affinities, and osteology of the dodo, solitaire, and other extinct birds of the islands Mauritius, Rodriguez and Bourbon, by H. E. Stresemann and A. G. Rehnish, 1914; Free, Berlin, and Peavey, London.

39

HARDWARE

VS

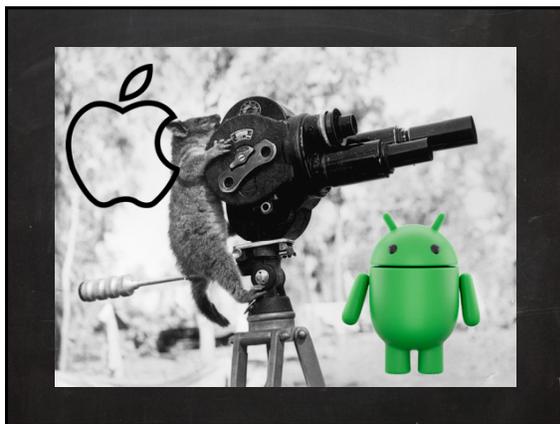
SOFTWARE

- Servers
 - Storage
 - Application
- Desktop Environment
 - Operating System
 - Storage
 - Drives
- External Drives/ Media
 - Storage
 - Transfer

- Proprietary vs. Open
 - File Types
- Types of Data Created



40



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Open/Universal File Formats

DOCUMENTS

- Plain text (.txt)
- Rich text format (.rtf)
- PDF/A

Images (master copies)

- TIFF (.tif)
- JPEG2000 (.jp2)

Images (use copies)

- GIF (.gif)
- JPEG (.jpg)

Name	Date modified	Type	Size
MssA3075-001	6/30/2023 10:19 AM	JPG File	1,652 KB
MssA3075-001	6/30/2023 10:19 AM	TIF File	77,718 KB
MssA3075-002	6/30/2023 10:18 AM	JPG File	1,541 KB
MssA3075-002	6/30/2023 10:18 AM	TIF File	77,031 KB
MssA3075-003	6/30/2023 10:18 AM	JPG File	1,505 KB
MssA3075-003	6/30/2023 10:18 AM	TIF File	76,316 KB
MssA3075-004	6/30/2023 10:17 AM	JPG File	1,605 KB
MssA3075-004	6/30/2023 10:17 AM	TIF File	77,864 KB

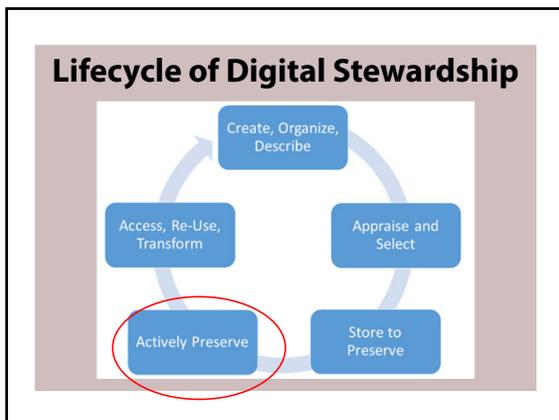
42

Preservation File Formats			
Media Type	File Format	Preservation Format	Access Format
Audio	AC3, AIFF, MP3, WAV, WMA	WAVE	MP3
Email	PST	MBOX	MBOX
Plain Text	TXT	TXT	TXT
Portable Document Format	PDF	PDF/A	PDF
Raster Images	BMP, GIF, JPG, JP2*, PCT, PNG*, PSD, TIFF, TGA	Uncompressed TIF	JPEG
Video	AVI, FLV, MOV, MPEG-1, MPEG-2, MPEG-4, SWF, WMV	FFV1/LPCM in MKV	MP4
Word processing files	DOC, WPD, RTF	Original Format	Original Format

43

- ### GEDCOM Files... quickly
- GENEalogy Data COMMunications
 - Standard file format
 - Enables sharing between genealogy software programs
 - Save files in the native format AND as a GEDCOM (for preservation purposes)

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45

The Essentials



- ✓ Back up files
- ✓ Check up on files
- ✓ Copy files/Save to latest version
- ✓ Remember the 2/2/2 rule:
 - Two copies
 - Two different formats
 - Two different locations

46

Email: The Elephant in the Room



- Identify your personal email accounts
- Within each account, find all the folders or other groupings of messages
- What has long-term value?
- Save attachments sent with the messages you're keeping.
 - Export
 - Organize!
 - Smart file names and directory structure!
 - Copies and location

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Documents

- Focus on what's important: items of long-term value
- PRINT critical files. This helps you focus on copying/migrating files not easily printed
- Multiple copies in multiple places!
- Remember: SMART file names
- Directory structure and description
- Check your files annually
- Convert files to universal output formats

48

Digital Images

- Copy! Migrate!
- Organize as you create
- Master vs. use copies
- PRINT THE IMPORTANT ONES!
- Don't rely on photo software (remember, software can go obsolete on you!)
- Save important files uncompressed or with lossless compression (TIF, JPEG2000)



By Adobe Inc. - Personal computer, Fair use, <https://en.wikipedia.org/w/index.php?curid=74572887>

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Digital Images: do/don't's

- DO print images on acid-free photo paper or books (albums, scrapbooks, or digitally printed books)
 - Shutterfly
 - Snapfish
 - Adorama Pix
 - Nations Photo Lab
- DO label and identify printed photos
- DON'T print photos at home with store-bought photo paper and ink



Example page from NEHGS' Editor-in-Chief Scott Steward's photo book

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Audio and Video

- Identify/select
 - Multiple copies? Pick the better quality one
- Export
- Metadata
- Organize
- Copies and location!
- Check and migrate



The Romance of the Future. (With Kinetoscopic Illustrations.)

Octave Uzanne's "The End of Books", in Scribner's Magazine, Vol. 16 (July-December 1894), 221-231.

51

Websites and Blogs

- Identify where you have websites
- What has long-term value?
- Export the information or take snapshots
 - Webrecorder
 - Webrecorder Player
 - Internet Archive-Save Page Now
 - Blog sites (Wordpress and Blogger) have instructions on downloading your sites)
- Organize
- Copies, copies, copies (location, location, location)
- Check and migrate

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Social Media

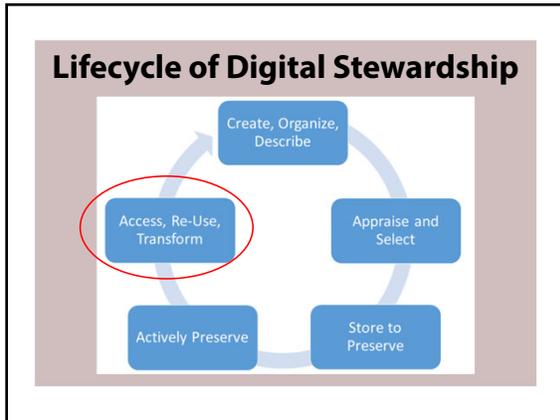
- X (formerly Twitter):
https://blog.twitter.com/official/en_us/a/2012/your-twitter-archive.html
- Facebook:
<https://www.facebook.com/help/131112897028467>
<https://coptr.digipres.org/index.php/ArchiveFacebook>
- Instagram:
<https://instaport.en.softonic.com/web-apps?ex=RAMP-2639.2>

53

Digital Family Trees

- Save the most recent (or final) version as a GEDCOM file
- Generate a narrative report as a word document
- If a narrative report is unavailable to you, export family group sheets and save as PDFs

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Access

- Access:
 - Naming conventions (for files and folders)
 - Storage options
 - Summaries and descriptions
- Access also includes giving records to family or *donating records to an archive*



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When Giving Personal Digital Records to Family/Heirs

- **Summary** description of the files (with your inventory!)
- **Intelligent file names:** date, location, and context
- Use **open** formats (PDF, TIFF, JPEG)
- Remember **2/2/2**
- **Stable** and moderate temperatures
- **New media copies** every 5 years to prevent data loss (bit rot)
- **Pass along digital passwords**

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When Giving Personal Digital Records to an Institution

- **Summary** description of the files (with your inventory!)
- **Intelligent file names:** date, location, and context
- **Remove inappropriate material** (ask yourself: do you want other people to see this image/document/video)
- Use **open** formats (PDF, TIFF, JPEG)
- For family trees/narrative reports/group sheets: provide these as PDFs
 - Do not give files that are proprietary to the genealogical software
 - GEDCOM files are acceptable- but not preferable.

58

Re-Use

COPY

Copyright & Ownership

Personal Digital Archiving
Train-the-Trainer Workshop
October 11, 2016



DPLA DIGITAL PUBLIC LIBRARY OF AMERICA

CC creative commons

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Be Proactive About Your Rights

CC creative commons

DPLA DIGITAL PUBLIC LIBRARY OF AMERICA

- Use a Creative Commons license standard
 - <https://chooser-beta.creativecommons.org/>
- Check out the DPLA's Getting it Right on Rights project
 - <https://dp.la/news/getting-it-right-on-rights/>
- Do you know what digital records you have licensed to another entity?
- Pay close attention to terms of service and user agreements

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Transform

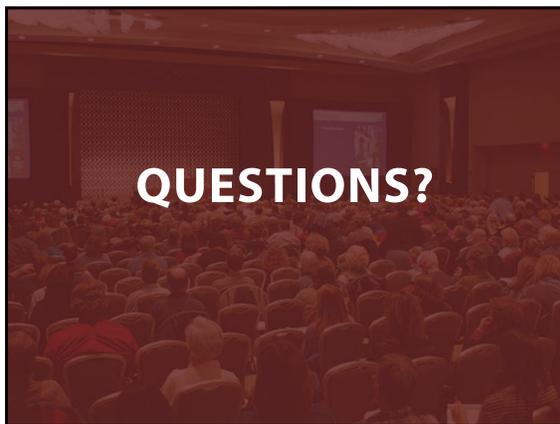
- Copies
- Artwork
 - Film
 - Music
- Exhibits

Artist: John Stezaker



61

QUESTIONS?



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Demo

Bible Records Transcription CD (2001)



[Isaac Ketchum] family record, Ms. C. 6, R. Stanton Avery Special Collections, New England Historic Genealogical Society, online at DigitalCollections.AmericanAncestors.org.
Bible record for the Nathan Pointer family (Ms. A. 7975), R. Stanton Avery Special Collections, New England Historic Genealogical Society online at DigitalCollections.AmericanAncestors.org.

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The CD

File Management

2 / 2 / 2

Unique Names

- Name files for our local manuscript call number.
- Include family last name

Further Processing

- Split up transcripts page-by-page
- New media copies

Two Copies:

- . DOC, .TXT
- Local File Server, Hard Drive

"Halloween Postcards, ca. 1900-1920 — The Public Domain Review"

67

The CD

File View

Transcriptions > Bible records > mssa1708 > plaintext > verbatim_transcript_pages

Name	Date modified	Type	Size
MsA1708-004	9/17/2024 11:07 AM	Text Document	1 KB
MsA1708-005	9/17/2024 11:07 AM	Text Document	1 KB
MsA1708-006	9/17/2024 11:07 AM	Text Document	1 KB
MsA1708-007	9/17/2024 11:07 AM	Text Document	1 KB
MsA1708-008	9/17/2024 11:07 AM	Text Document	1 KB
MsA1708-009	9/17/2024 11:07 AM	Text Document	2 KB
MsA1708-010	9/17/2024 11:07 AM	Text Document	1 KB
MsA1708-011	9/17/2024 11:07 AM	Text Document	1 KB
MsA1708-012	9/17/2024 11:07 AM	Text Document	2 KB

"Halloween Postcards, ca. 1900-1920 — The Public Domain Review"

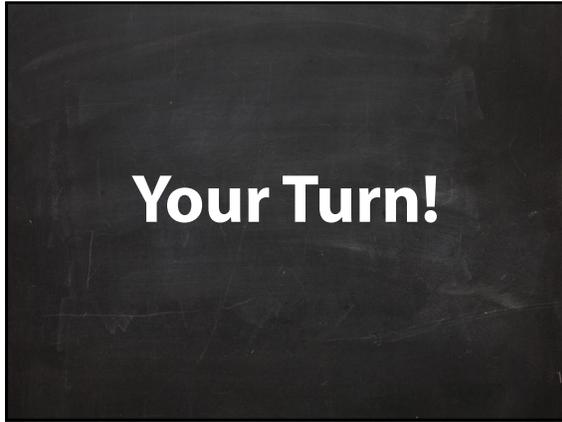
68

Application:
Imagine you have a drive like this

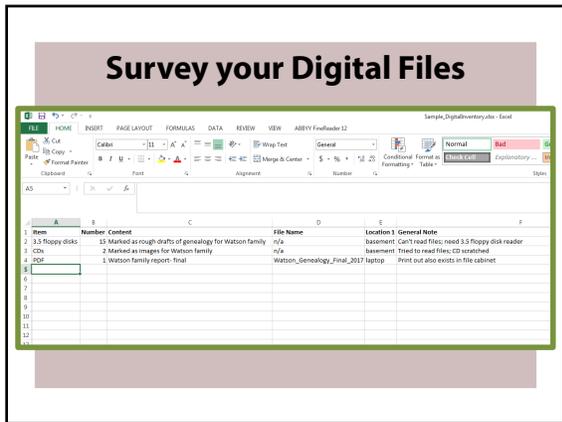
...

Bible Records

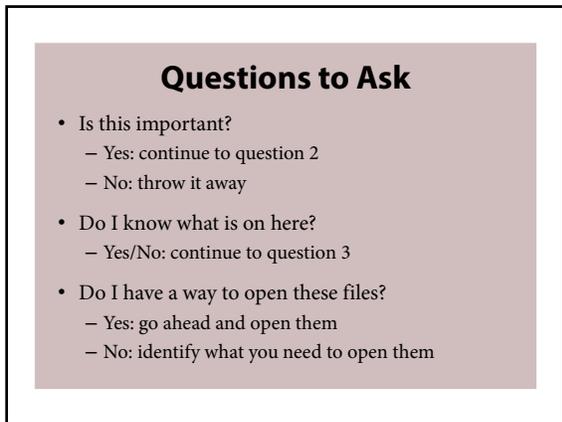
69



70



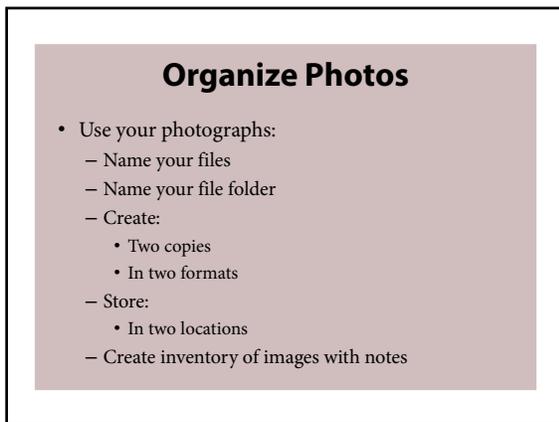
71



72



73



74



75



76



77



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