

# Personal Digital Archiving

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Many people collect a lot of physical and digital information related to themselves, their immediate family, and their ancestors. Handling this vast amount of information can be a daunting task and present many challenges with determining what we should do with all of our "stuff." A common task among genealogists is to digitize this type of content, but then what happens after it is digital? This presentation will talk about different methods for digitally archiving our personal content to make sure that this content lasts for many generations. Tools and methods for digitizing content are becoming more readily available, but they will not help us unless we are prepared to handle large amounts of data. We will discuss several useful tools that are available at little to no cost for digitizing, describing, and preserving our personal digital content. By completing the task of personal digital archiving today, our descendants will praise our names for many generations!

## Outline of this class:

- What is personal digital archiving?
- First steps to archive your digital content
- Types of personal digital content to archive
- What is metadata and why is it important?
- Things to consider when preserving and making content available

Note: The information shared in this syllabus is to give you an idea of what will be discussed in this class. More information and resources will be shared during RootsTech.

## Personal Digital Archiving definition

Personal digital archiving is a way to think about how you manage, store, and maintain all aspects of your digital life. Digital files can be created by digitizing content or they can be born digital, being originally created in a digital form rather than a printed form.

## First steps to archive your digital content

- Identify where you have personal digital data to archive
- Decide what is important to keep, what might be important, and what can be destroyed
- Organize the files
- Make copies and store them in different places and on different forms of media

## Types of personal digital content to archive

- Photographs
- Documents

- Scrapbooks
- Audio-visual content
- Social media, web content, and “online self”

### **Metadata**

- Information that describes other data
- What metadata you should keep depends on how you will use it in the future
  - Make digital files discoverable through metadata
  - Create tags in files to describe them
  - Create inventory lists of files
  - Metadata best practices will be shared

### **Things to consider when preserving and making content available**

- Long term storage for digital content
- Resources for digitization and archiving
- Tools for preserving digital content
- Making content accessible and discoverable
- Storage conditions for digital media
- File format migrations and updates
- Sharing your archive
- Privacy issues