



# My Digital Preservation: How Do I Make This Work?

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## INTRODUCTION

Preservation is a process that requires diligence. Previously physical memories were placed in a shoebox and placed on a shelf possibly being forgotten. Usually paper and photos would be useable decades later with minor loss of quality. Digital will retain the quality of the original document as long as it is preserved correctly.

### How Does Church History Preserve Digital?

- I. Historical content for preservation comes from Church members, stake annual histories and other records of the Church
- II. We use or migrate to open or stable file formats when necessary
- III. We create multiple copies in geographically dispersed locations
- IV. We monitor the files and media for viability over time

### Why Preservation

- I. History enlarges the memory of the people
  - A. "And now, it has hitherto been wisdom in God that these things should be preserved; for behold, they have enlarged the memory of this people...." (Alma 37:8)
- II. Preserves a memory of the lives of ourselves and our ancestors to help us and our descendants in our lives
- III. Increases our gratitude for those who went before us

## THE DIGITAL PROCESS (LIBRARY OF CONGRESS) IDOMM

- I. IDENTIFY—your Family History content (physical and digital)
  - A. Where are your physical records?
  - B. Where are the digital files that you create located? On your computer/tablet? On your camera/phone? Cloud? Are they scattered around on unmarked external drives or CD's?
    - i. Gather everything that you want to collect into one place.
    - ii. Could use LOC Taking Inventory checklist
      - a. [https://blogs.loc.gov/thesignal/files/2016/05/pda\\_inventory.pdf](https://blogs.loc.gov/thesignal/files/2016/05/pda_inventory.pdf)
    - iii. Create a location list—where to look.

- C. Digitizing papers, pictures, stories, etc. is a method of preserving your physical memories.
  - D. Resource: Library of Congress Recommended Formats:
    - i. Text: PDF
    - ii. Still images: TIFF, JPEG
    - iii. Moving images: MOV, MP4
    - iv. Sounds: WAVE, MP3
    - v. Tabular data: CSV
- II. DECIDE—What is most important to you?
- A. Select the images, emails, and documents that have long-term value to you and your family. If there are multiple versions of the same file, save the highest-quality version.
  - B. Ask yourself—
    - i. What do I want to leave for my posterity?
    - ii. What do I want the next generations to know about me?
    - iii. What are the moments in time I want to pass on?
    - iv. Does this document/photo relate a spiritual experience?
    - v. Does this document/photo tell a story?
- III. ORGANIZE the content
- A. Create a consistent organizational structure. Create a main archive folder, and title it something like “My Archive”. If you want to organize your files further, create other folders inside the master folder, and name them with simple titles such as “video”, “photos”, or “documents”.
  - B. Decide how to organize—individual, family, etc.
  - C. Organize physical—arrangement and document preparation (for scanning, if necessary).
    - i. Easy System: One Family = One File Folder
    - ii. One Family consists of a father, a mother, and their children.
  - D. Organize digital—file and folder structure.
    - i. Metadata is the key to organization, finding and future use
    - ii. Create your MASTER folder in your C drive—called Genealogy or My Surnames or whatever you want.
      - a. Create sub-folders either by surname, letters of the alphabet, family groups or whatever suits you (Examples: Biographic Sketches, Birth, Death, Marriage, Cemetery, Census, Church Records, City Directories, Correspondence, Court Records, Emails, Family Group Sheets, Immigration, Land Records, Military, Misc, Newspaper Articles, Pictures, Probate & Wills, Signatures.
      - b. Create master sub-folders and put them in a “Masters Folder.” Copy them under each new surname folder.
    - iii. Tag your files
- IV. MAKE COPIES—manage them in different places
- A. The 3-2-1 rule:
    - i. Make three copies
    - ii. Have at least two of the copies on two different types of media
    - iii. Keep one copy in a different location from where you live / work

- B. Have a way to track location, age, and add new files
- C. File Format Action Plan
  - i. Brief Description—WordStar, a word processing program for DOS
  - ii. Risks—WordStar is no longer developed, supported, or sold
  - iii. Migrate now—Yes (to WP, Word or PDF-A)
  - iv. Migration software—Corel WordPerfect X7 or Microsoft Word 2013
  - v. When to review file format for migration—N/A
- V. MANAGE your archive over time
  - A. Be diligent in checking media—do files open of all copies?
  - B. Create multiple copies
  - C. Be aware of different formats on your media
  - D. Migrate media
  - E. Replace bad files from other copies
  - F. Create a digital asset estate plan—if someone can't access it, it does not exist!
    - i. Identify digital assets and locations
    - ii. What are your desires for your digital assets?
    - iii. Name someone to be your Digital Executor
    - iv. Make passwords accessible for the future—check on legal rights
    - v. Keep this information in a secure and accessible location
    - vi. Let your heirs know where this information is located and how to access it

## SOFTWARE TO PRESERVE AND MAINTAIN DIGITAL FILES OVER TIME

- I. Find dupes—dupeGuru (Win, Mac, Linux)  
<https://dupeguru.voltaicideas.net/>
- II. BulkRename—(Win)  
<https://www.bulkrenameutility.co.uk/Download.php>
- III. Photo Tagging (32-BIT vs. 64-BIT)
  - A. Windows MyComputer—metadata tagging
  - B. ExifPro—<http://www.exifpro.com/>
  - C. XnViewMP—<https://www.xnview.com/en/xnviewmp/#downloads> (Win, Mac, Linux)
  - D. Irfanview—<https://www.irfanview.com/>
- IV. Backup Utilities
  - A. Karen's Tools Replicator - <https://www.karenware.com/powertools/ptreplicator>
  - B. Time Machine - MAC
- V. Backup Locations
  - A. Computer, external hard drives, relatives
  - B. Cloud
    - i. Security/Malware protection
    - ii. Firewall

- iii. Look at Cloud providers' security reviews
- iv. Require passwords to access your computer
- v. Use password manager

## LINKS/BIBLIOGRAPHY TO PERSONAL DIGITAL PRESERVATION SITES

- I. LOC Preserving Digital Memories Poster  
[http://digitalpreservation.gov/personalarchiving/documents/NDIIP\\_PA\\_poster.pdf](http://digitalpreservation.gov/personalarchiving/documents/NDIIP_PA_poster.pdf)
- II. Taking Inventory - Library of Congress Blogs  
[https://blogs.loc.gov/thesignal/files/2016/05/pda\\_inventory.pdf](https://blogs.loc.gov/thesignal/files/2016/05/pda_inventory.pdf)
- III. LOC Personal Archiving - Preserving Your Digital Memories  
<http://digitalpreservation.gov/personalarchiving/>
- IV. LOC - "Perspectives on Personal Digital Archiving"  
[http://www.digitalpreservation.gov/documents/ebookpdf\\_march18.pdf?loclr=blogsig](http://www.digitalpreservation.gov/documents/ebookpdf_march18.pdf?loclr=blogsig)
- V. Columbia University Libraries - Personal Digital Archiving: Online Resources:  
<https://library.columbia.edu/locations/dhc/personal-digital-archiving/online-resources.html>
- VI. Manage Your Digital Research Files: Home  
<http://guides.library.cornell.edu/c.php?g=31876&p=201791>
- VII. TriCollege Libraries Research Guide - Personal Digital Archiving  
<https://guides.tricolib.brynmawr.edu/pdad>
- VIII. Cross-Platform Naming Conventions  
<http://brynmawrcollections.org/pdad/NamingConventions0315.pdf>
- IX. "Preserving Personal Digital Files"  
<https://www.lib.umich.edu/files/services/preservation/PreservingPersonalDigitalFilesGuide.pdf>
- X. EASY Digital Filenaming to Organize Genealogy Files  
<https://thefamilycurator.com/easy-digital-filenaming-to-organize-genealogy-files/>
- XI. Digital Folder Organizing & Naming Made Easy  
<http://www.michiganfamilytrails.com/2013/12/digital-folder-organizing-naming-made.html>
- XII. File Naming Convention for Digital Photos, Scans, and Documents  
<http://calvingenealogy.com/filename-convention/>
- XIII. Tagging to Organize Your Digital Family Documents  
<https://www.desperatelyseekingsurnames.com/2016/06/tagging-to-organize-your-digital-family.html>
- XIV. Melody Condron - Personal Digital Archiving & Digital Estate Planning  
<http://melodycondron.com/pda/>
- XV. Everplans Digital Cheat Sheet: How To Create A Digital Estate Plan  
<https://www.everplans.com/articles/digital-cheat-sheet-how-to-create-a-digital-estate-plan>
- XVI. Public Libraries Online, Personal Digital Archiving  
<http://publiclibrariesonline.org/tag/personal-digital-archiving/>