

Identify

- Download files from email and social media (e.g. Facebook).
- Transfer files off of your camera, memory cards, CDs, or wherever they may be, to one location (such as your computer).



Select & Organize

- Do you really need to keep 50 photos of your cat? Select which digital files you want to keep forever, and delete the rest.

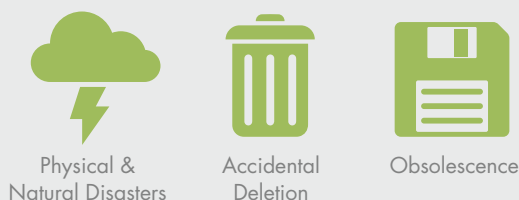


- If there are multiple versions of an important photo, pick the one with the highest quality.
- Consider discarding drafts and only keeping the final versions of documents.
- Organize your files. There is no one recommended system for organizing files; choose one that works for you.
- You could keep all your photographs in one folder, or create separate folders for each year, each month, or organize by subject.

- Be consistent in how you name folders and files. Use descriptive names, and consider adding dates and keywords.
- Write a brief description of how you have organized the files and save it along with the files.

Store & Protect

Protect Your Digital Content From:



- Keep at least two copies of the files you want to save (more copies are better).
- Store a second copy in a different geographic location if possible. For example, store your digital content on your computer at your home, and back up the content to a second external storage device that you keep at another family member's house.
- Alternatively, you could store your second copy using a cloud storage service.
- Move your digital content to a new storage device every five years.

Minitex
DEDICATION, COLLABORATION, INNOVATION.

PRESERVATION TIPS

for your photographs, documents, and digital content



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DIGITAL LIBRARY

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INTRODUCTION

Take action now to preserve your family memories.

Starting a project to organize and preserve your family photographs and other content can be daunting. This brochure contains a few introductory tips to help you preserve your **physical** photographs and documents. Visit the following website for more information and resources to get you started! z.umn.edu/treasures

Are you thinking about or have you already started a project to scan or digitize your family photographs and documents? Digital content is fragile and also needs care. Software and hardware used to read files can become obsolete, and the media that we store our digital content on (computers, flash drives, cd-roms) has a limited lifespan. Take a look at the steps listed on the back of the brochure to help you preserve your **digital** content far into the future.

More Resources

Preserving Your Digital Memories

z.umn.edu/1a22

Provides tips for preserving email, digital photographs, audio, video, personal digital records, and websites.

Library of Congress Personal Digital Archiving website

z.umn.edu/1a23

Includes introductory videos and other helpful guides for home digitization projects.

The Digital Beyond

www.thedigitalbeyond.com

Regular posts about estate planning in the digital age.

TIPS FOR PRESERVING PHOTOGRAPHS AND DOCUMENTS

Temperature and humidity

- Store photographs and papers in an environment where you are comfortable. Basements can be damp and lead to mold. Attics can be too hot.
- Avoid extremes in temperature and relative humidity.

Handling

- Handle photographs and papers with clean, dry hands.
- Don't force rolled or folded items open if they resist. Contact a conservator.

Protection

- Organize photographs and papers into acid-free folders and boxes for easy access and protection from light and damage.
- Protect from direct sunlight when displaying.



Acid-free photo box



Polyester sleeves

- Look for acid-free products.
- Store photographs in albums with acid free pages or polyester, polypropylene or polyethylene sleeves.
- Mount photographs with photo corners, not glue or tape.
- If storing in boxes, keep like size items together.
- Use pencil when labeling the backs of photos.

Go to: z.umn.edu/treasures for additional information on protecting your keepsakes.