

CARE FOR DIGITAL FILES →

INCLUDES SOME TIPS ON FUTURE. THIS ZINE BE ACCESSIBLE INTO THE HISTORY SO THEY CAN IMPORTANT PARTS OF OUR ARCHIVING PROTECTS LOST FOREVER. DIGITAL PRESERVED, THEY COULD BE IF THEY ARE NOT PROPERLY SOCIAL MEDIA POSTS, AND MORE. PHOTOS, VIDEOS, EMAILS, YOU CREATE EVERY DAY: AMOUNT OF DIGITAL FILES THINK ABOUT THE HUGE

INTRO



THINK ABOUT IMPORTANT FILES ON COMPUTERS, PHONES, SOCIAL MEDIA, HARD DRIVES, FLASH DRIVES, IN THE CLOUD, AND EVEN ON OLDER MEDIA LIKE COMPACT DISCS AND FLOPPY DISKS. DON'T BE AFRAID TO DELETE!

OFTEN, PERSONAL DIGITAL FILES ARE STORED ON A VARIETY OF DIFFERENT DEVICES:

LOCATE FILES

FOR MORE RESOURCES, PLEASE VISIT:

<https://go.unl.edu/digarchivetips>

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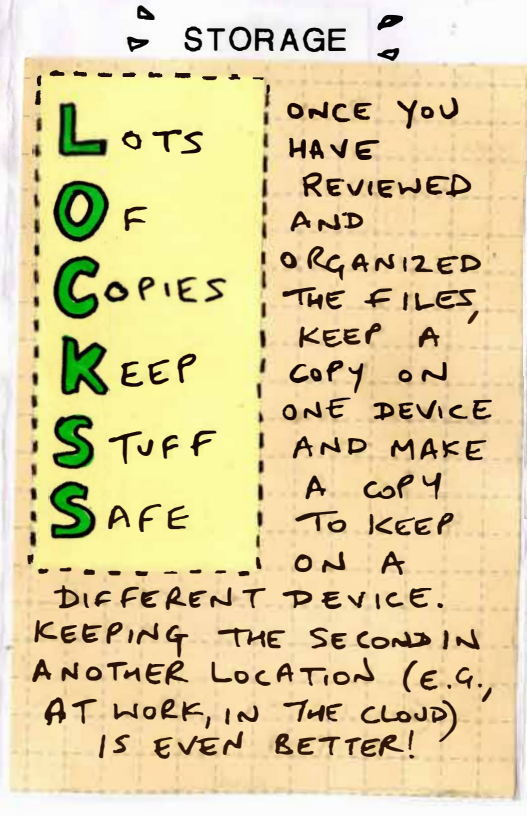
NOT EVERYTHING CAN OR SHOULD BE SAVED. THINK ABOUT WHAT IS MOST IMPORTANT TO YOU FOR THE FUTURE.

REVIEW & DELETE

STORAGE

ONCE YOU HAVE REVIEWED AND ORGANIZED THE FILES, KEEP A COPY ON ONE DEVICE AND MAKE A COPY TO KEEP ON A DIFFERENT DEVICE. KEEPING THE SECOND IN ANOTHER LOCATION (E.G., AT WORK, IN THE CLOUD) IS EVEN BETTER!

DRAFTS
SIMILAR
DOCUMENTS
DUPLICATES



GATHER YOUR FILES AND CREATE FOLDERS TO STORE THEM. ORGANIZE IN A SIMPLE AND DESCRIPTIVE WAY THAT MAKES SENSE TO YOU AND OTHERS. EXAMPLE:

FILE NAMING

ORGANIZE

MY ARCHIVE

2024
HALLOWEEN
2023
TAXES
REUNION

GIVE THE FILES DESCRIPTIVE NAMES AND BE CONSISTENT. THIS WILL HELP YOU AND OTHERS FIND AND ACCESS FILES IN THE FUTURE.

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