Personal Digital Archiving

The Basics

SCOTT COUNTY LIBRARY SYSTEM

- Create an inventory of what you have and where it is stored.
- Choose what to organize and save based on sentimental, professional, and financial value.
- Create a file name system - keep it simple and be consistent with date formatting.
- Revisit your plan periodically.

3-2-1 Rule

Make 3 copies of a file or photo.

Use 2 different types of storage media (hard drive and the cloud).

Store 1 copy offsite (cloud, safe deposit box).

www.scottcountylibrary.org