



## Faculty Publications

---

2022-10-13

# Personal Digital Archiving

Jeremy Myntti

Brigham Young University - Provo, [jeremy\\_myntti@byu.edu](mailto:jeremy_myntti@byu.edu)

Follow this and additional works at: <https://scholarsarchive.byu.edu/facpub>



Part of the [Archival Science Commons](#)

## Original Publication Citation

Myntti, J. "Personal Digital Archiving." Brigham Young University, Family History Library webinar. October 13, 2022. <https://www.youtube.com/watch?v=XNo5W1jRzfs>

---

## BYU ScholarsArchive Citation

Myntti, Jeremy, "Personal Digital Archiving" (2022). *Faculty Publications*. 6349.  
<https://scholarsarchive.byu.edu/facpub/6349>

This Presentation is brought to you for free and open access by BYU ScholarsArchive. It has been accepted for inclusion in Faculty Publications by an authorized administrator of BYU ScholarsArchive. For more information, please contact [ellen\\_amatangelo@byu.edu](mailto:ellen_amatangelo@byu.edu).

# Personal Digital Archiving

A photograph of the Harold B. Lee Library at Brigham Young University during twilight. The building features a prominent glass-enclosed section that is brightly lit from within, contrasting with the darkening sky. A bright light source, likely the sun setting, creates a lens flare effect in the background.

Jeremy Myntti  
**BYU Library**

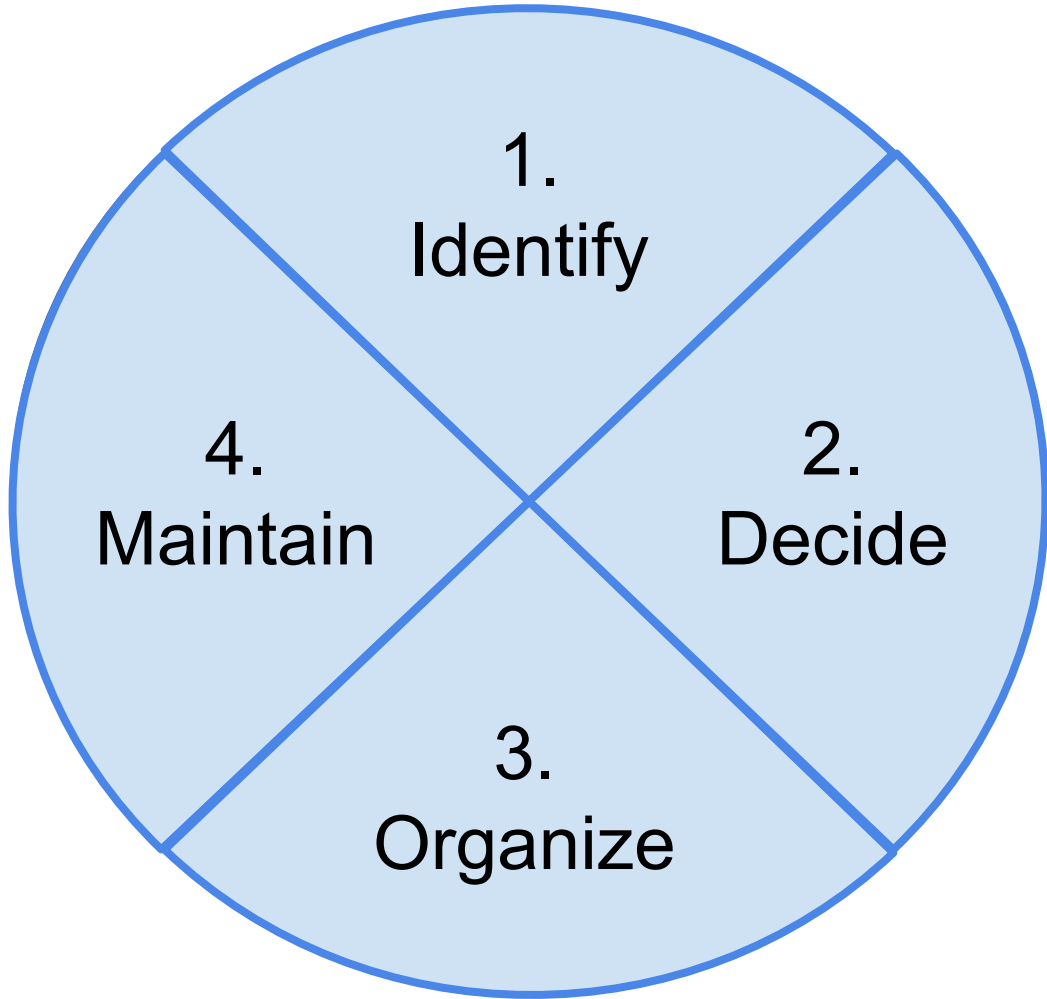
Philbrick, Mark A. (2007) "Harold B. Lee Library, Brigham Young University."  
[https://commons.wikimedia.org/wiki/File:Harold\\_B.\\_Lee\\_Library.jpg](https://commons.wikimedia.org/wiki/File:Harold_B._Lee_Library.jpg)

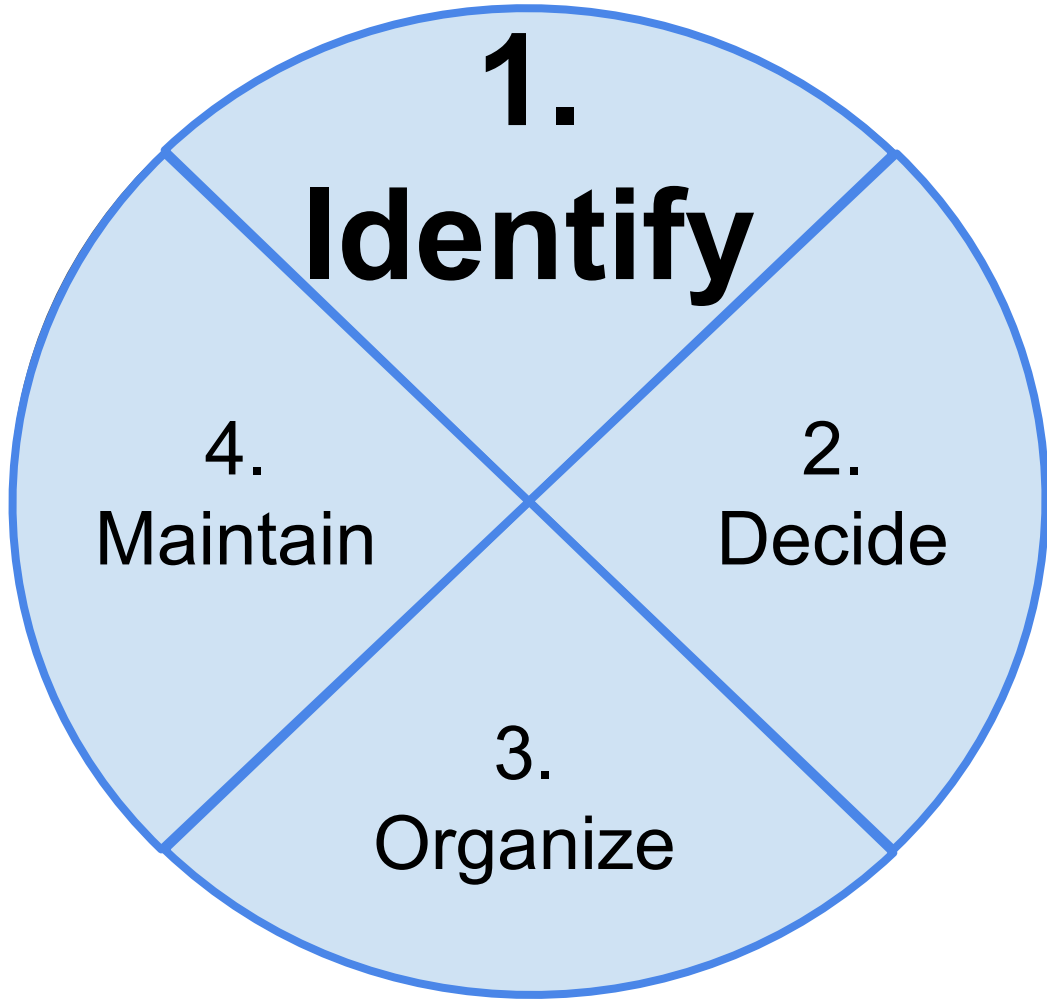
This file is licensed under the Creative Commons Attribution-Share Alike 3.0 Unported license.

# **Personal Digital Archiving**

# 2021 *This Is What Happens In An Internet Minute*







1.

**Identify**

2.

Decide

3.

Organize

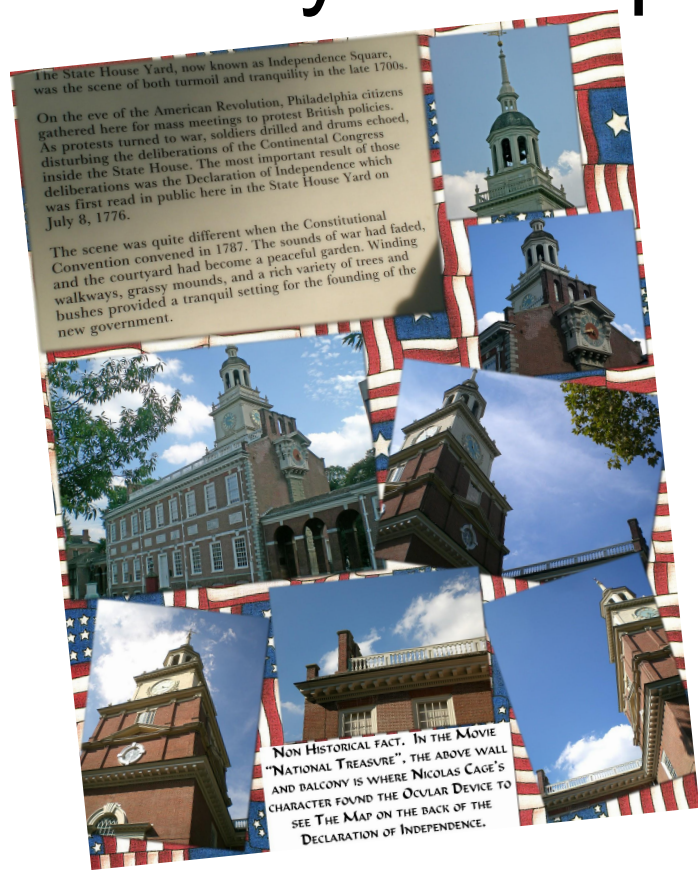
4.

Maintain

# 1. Identify - Photographs

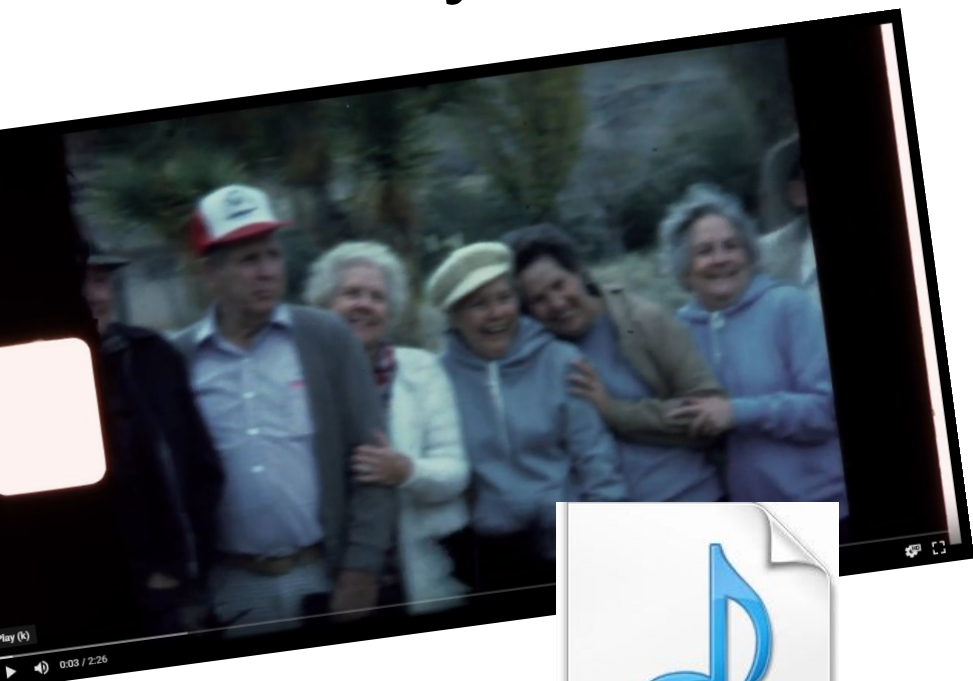


# 1. Identify - Scrapbooks





# 1. Identify - Audiovisual



# 1. Identify - Documents

**Jeremy Myntti**  
295 South 1500 East  
Salt Lake City, UT 84112  
(801) 585-9537  
jeremy.myntti@utah.edu  
ORCID ID: 0000-0001-7534-7541

**Education**  
Master of Library and Information Studies (2011)  
University of Alabama, Tuscaloosa, Alabama  
Primary Coursework: Cataloging and Metadata  
Secondary Coursework: Digital Libraries

Bachelor of Science (2007)  
Utah Valley University, Orem, Utah  
Major: Music

Bachelor of Science (2004)  
Utah Valley University, Orem, Utah  
Major: Integrated Studies  
Concentrations: Music, Business Management

**Professional Experience**  
University of Utah, Willard Marriott Library, Salt Lake City, Utah  
Head, Digital Library (2016-present)

Interim Head, Digital Library of Cataloging

- Primary Role
- PG
- CG
- SU
- RA
- SA
- SR
- ST
- TD
- TR
- TS
- TT
- TU
- TV
- TW
- TX
- TY
- TZ
- Selectors

3 1 0 0 3 5 0 2 5 5 6 State Board of Health File No. 1831

County **Salt Lake** City **North Point** Ward **126**

1 PLACE OF DEATH **Salt Lake**

2 FULL NAME **Henry Nebeker**

3 Residence No. **North Point**

4 SEX **Male** COLOR OR RACE **White** MARRIAGE **Married**

5 DATE OF BIRTH **June 3rd, 1899**

6 OCCUPATION OF DECEASED **Farmer**

7 BIRTHPLACE (City or Town, State or Country) **Payson Utah**

8 PLACE OF BIRTH **New Jersey**

9 DEATH CERTIFICATE No. **17** DATE OF DEATH **August 1st, 1925**

10 I HEREBY CERTIFY, That I attended deceased from month, day, and year **August 1st, 1925**

11 I last saw **H.M.** alive on **July 21, 1925** at **Payson, Utah**

12 Death occurred on the date stated above at **4:40 AM** in the **morning**

13 The probable cause of death and related conditions of importance were as follows: **Heart, Coronary Arteriosclerosis**

14 Occupation of Deceased **Farmer**

15 Cause of Death **Heart, Coronary Arteriosclerosis**

16 Other contributory causes of importance: **None**

17 Signature of Physician **W. H. ...**

18 Signature of Registrar **...**

19 Signature of Deceased **...**

20 Signature of Next of Kin **...**

21 Signature of Burial Director **...**

22 Signature of Undertaker **...**

23 Signature of Mortician **...**

24 Signature of Embalmer **...**

25 Signature of Funeral Home **...**

26 Signature of Cemetery **...**

27 Signature of Interment **...**

28 Signature of Burial **...**

29 Signature of Burial **...**

30 Signature of Burial **...**

31 Signature of Burial **...**

32 Signature of Burial **...**

33 Signature of Burial **...**

34 Signature of Burial **...**

35 Signature of Burial **...**

36 Signature of Burial **...**

37 Signature of Burial **...**

38 Signature of Burial **...**

39 Signature of Burial **...**

40 Signature of Burial **...**



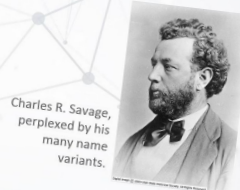
**Introduction**

Brock McElheran states that leadership skills are the most important skills that music teachers should have (McElheran 3). When building a successful music program, teachers work in several different leadership capacities. Not only should teachers lead the students they teach, they also need to influence the students' parents and the school, school district, and state administrators. The support of these important people is vital to building a successful music program.

There are many things music teachers can do to build and maintain a successful music program. First, music teachers need to provide the knowledge of music to interest and teach students. Second, teachers of music would benefit from possessing several personality traits that may help them influence their students. Finally, music should be made available to all students. By building a successful music program, teachers will be able to lead their students to pursue careers in music.

## Western Name Authority File Authority Control for Digital Collections

- Savage, C. R. (Charles Roscoe), 1832-1909
- Savage, C.R. (Charles Roscoe), 1832-1909
- Savage, C.R. (Charles Roscoe), 1832-1909
- Savage, C.R. (Charles Roscoe)
- Savage, Charles R.
- C. R. Savage
- Charles R. Savage
- Savage, Charles Roscoe
- C. R. (Charles Roscoe) Savage, photographer
- Savage, C. R.
- Charles R.
- Savage



Charles R. Savage, perplexed by his many name variants.

Charles R. Savage  
Utah Department of Heritage and Arts  
<https://collections.lib.utah.edu/details?d=432964>

Jeremy Myntti (@jmyntti) | Anna Neatrou (@annanet)

My great grandpa Myntti was born on a small island in Finland. He was a voice actor on a radio show. He also owned a clock repair shop. When he was 37 he took his family to America. He died when I was about 6 months old so I didn't know him well.

Ps. He used to always say Oyoy was

January 9, 2019

To whom it may concern:

The Digital Library Services Department at the University of Utah J. Willard Marriott Library is pleased to pledge our commitment to support and collaborate on the project with the peoples of Utah, more accessible to scholars and researchers worldwide.

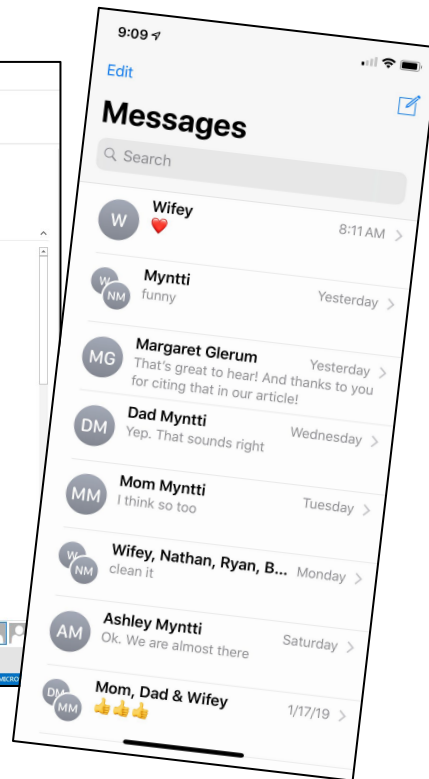
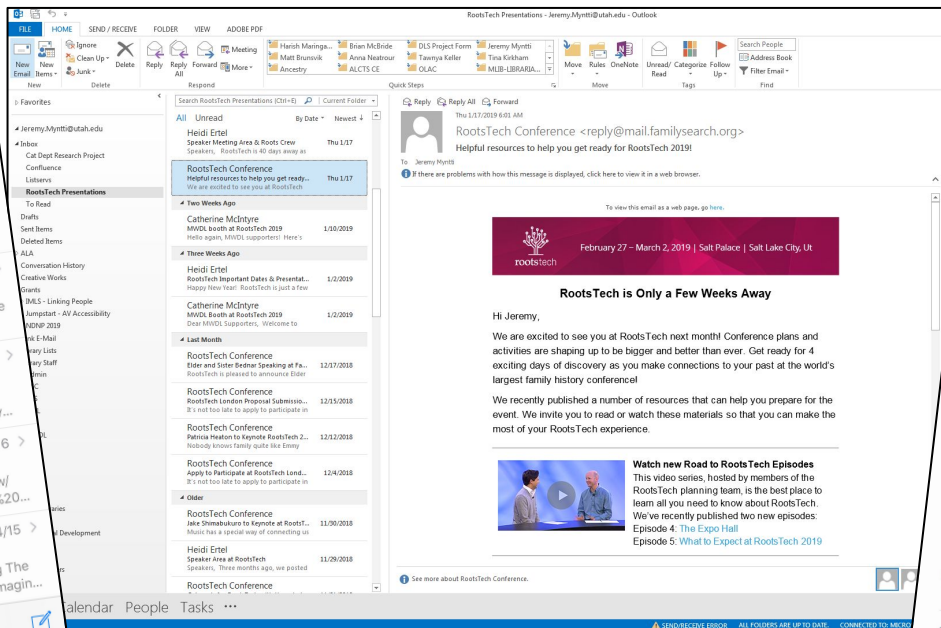
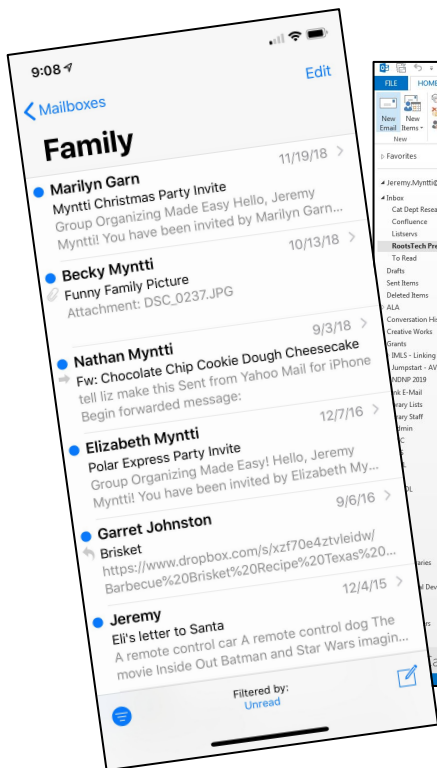
The Marriott Library has hosted the digital content for this project on a large metadata and remediation project in 2013-2014 to make the metadata records conform to the West Digital Library's (MVDL) Metadata Application Profile. Assisting with this project possible for this valuable content to be more accessible through the MVDL and Digital Library of America (DLA) search portals.

This grant project, if funded, will help to make more Native-focused rather than proceeding access to the non-Native peoples that are represented in the collection. The grant to "decolonize the metadata" will be an excellent effort to make the metadata represent the Native individuals in the collection, many of which are often noted by terms such as "Navajo woman" or "group of Ute people." This project will also be better discoverability by including terms and description that are used by the Native people rather than only Anglo-Americans, such as Diné to denote the Navajo tribe.

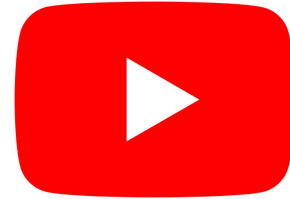
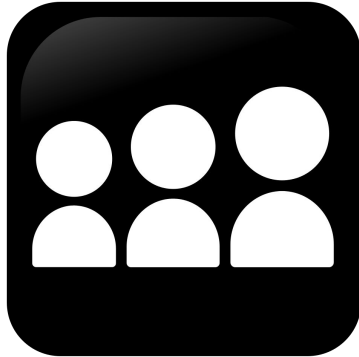
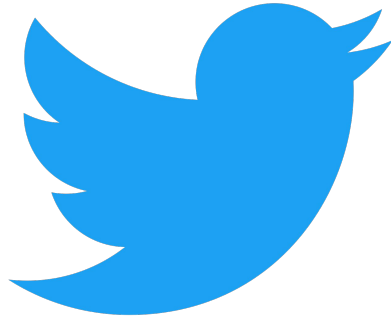
The Digital Library Services Department commits to providing our consultation services project to help ensure that standards and best practices are used when making changes metadata for this collection. The Library is committed to supporting this collection for term in order to make this resource freely available online.

Sincerely,  
Joy Myntti

# 1. Identify - Email and Text Messages



# 1. Identify - Social Media / File Sharing



# 1. Identify - Websites



Google



GeoCities

weebly

wix.com

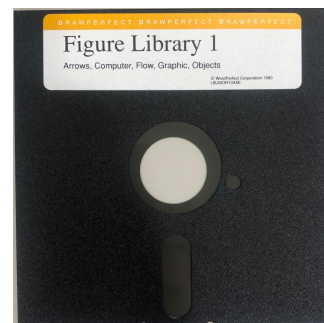
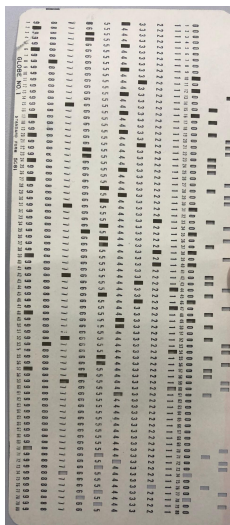
# 1. Identify - Where's my Data?



# 1. Identify - Where's my Data?



# 1. Identify - Where's my Data?

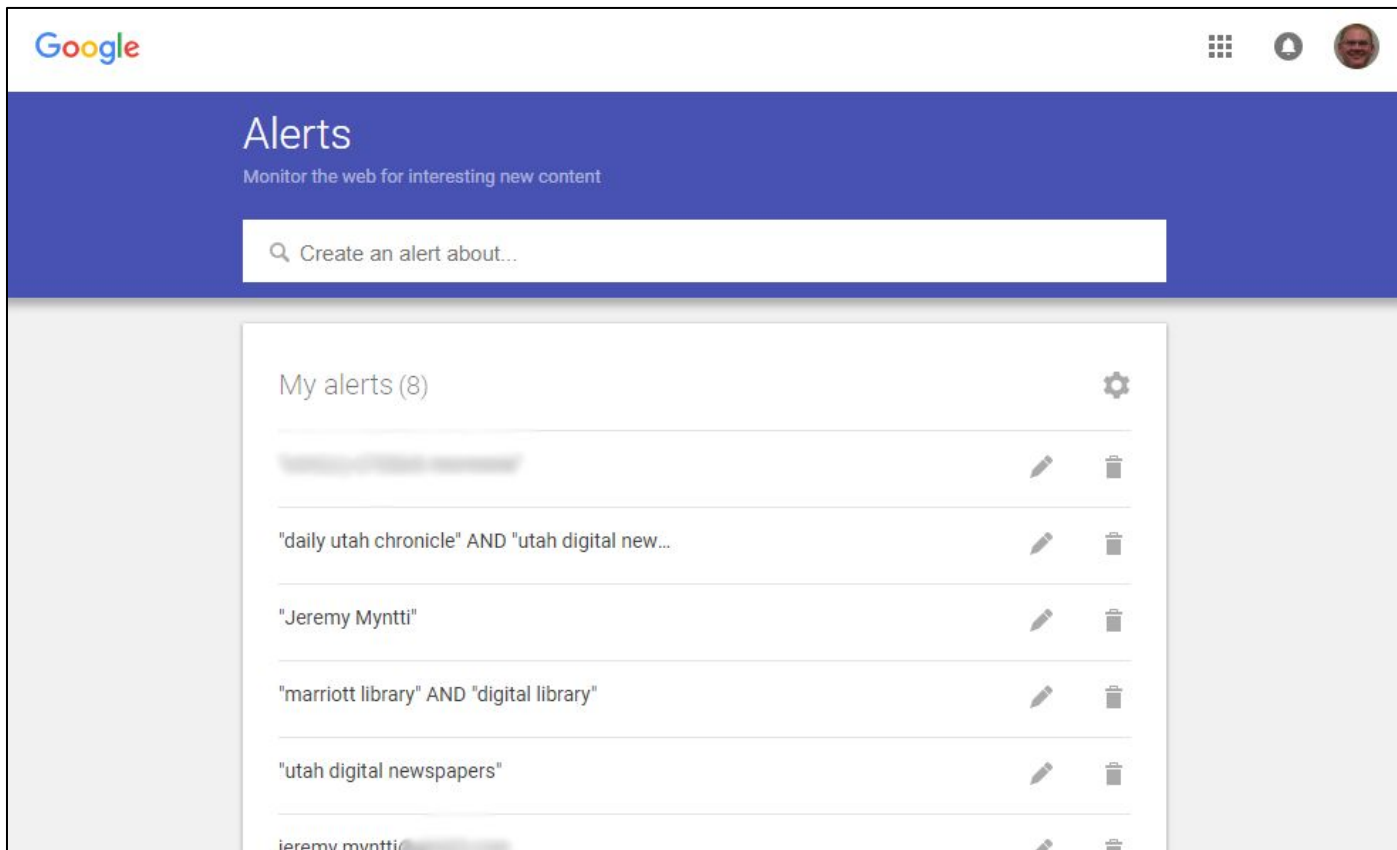




# 1. Identify - Resources for Digitization



# 1. Identify - Google Alerts



The screenshot displays the Google Alerts web interface. At the top left is the Google logo. On the right side of the header, there are icons for a grid, a notification bell, and a user profile picture. Below the header, the word "Alerts" is prominently displayed, followed by the subtitle "Monitor the web for interesting new content". A search bar with the placeholder text "Create an alert about..." is positioned below the subtitle. The main content area shows a list of alerts under the heading "My alerts (8)". A gear icon for settings is located to the right of this heading. The list contains several alert entries, each with a pencil icon for editing and a trash can icon for deleting. The visible entries include:

- [Redacted]
- "daily utah chronicle" AND "utah digital new..."
- "Jeremy Myntti"
- "marriott library" AND "digital library"
- "utah digital newspapers"
- jeremy myntti/ [Redacted]

# 1. Identify - Cloud Storage



Google Drive

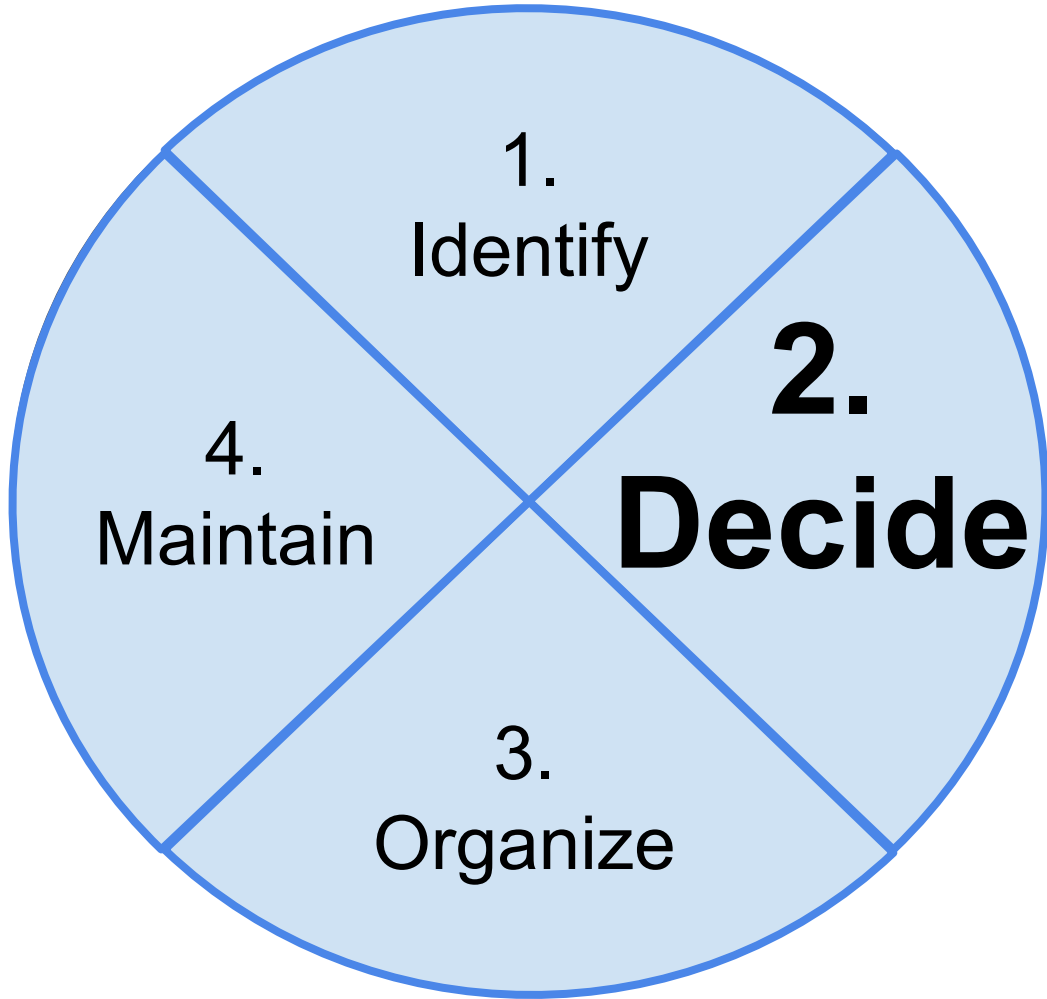


iCloud



**Dropbox**





## 2. Decide - Versions



## 2. Decide - Drafts

Thesis\_draft1.wpd

Thesis\_draft2.wpd

Thesis\_draft3.wpd

Thesis\_draft4.wpd

Thesis\_draft\_final.wpd

Thesis\_final.wpd

Thesis\_final.doc

Thesis\_final.docx

Thesis\_final.pdf

### Appendix A

This is the first survey completed by music majors at Utah Valley State College.

Thank you for taking the time to fill out this short questionnaire. Please do not write your name on this survey. If you have any questions, please contact me at mynnti@uvm.edu.

### Conclusion

Music teachers find that their students who participate in a music program are more likely to be successful in their studies and have a higher self-esteem than those who do not participate in a music program.

thoughts on why they became music majors and how their musical experiences have influenced their musical careers.

to

be

### Contents

Introduction

Importance of Music

Methods

Reasons Why Students

Qualities of Successful

Traits of Successful

Music Educators

A Music Educator's Leadership Responsibilities:

Keeping Music in Schools for Future Generations

Integrated Studies Senior Thesis

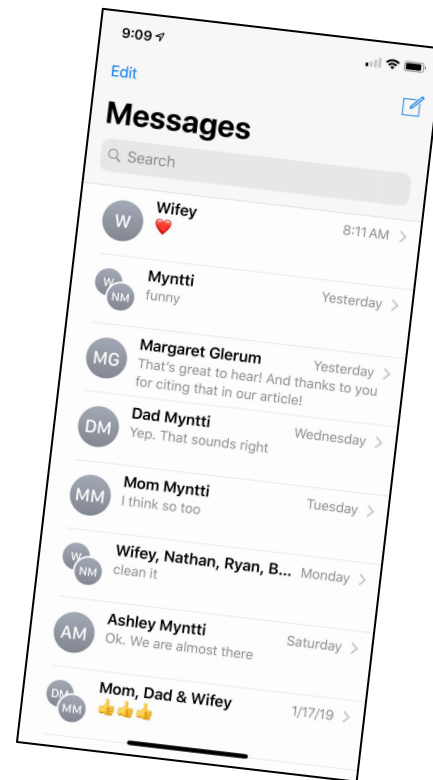
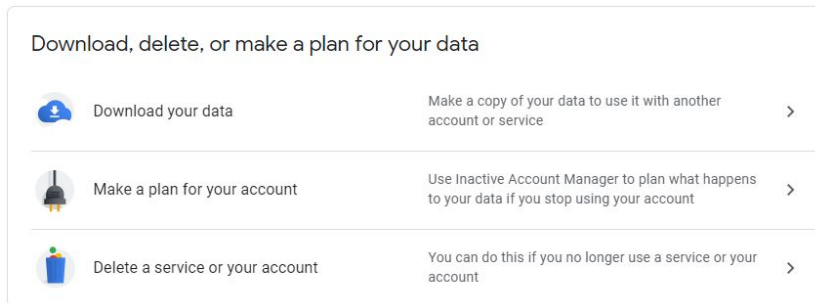
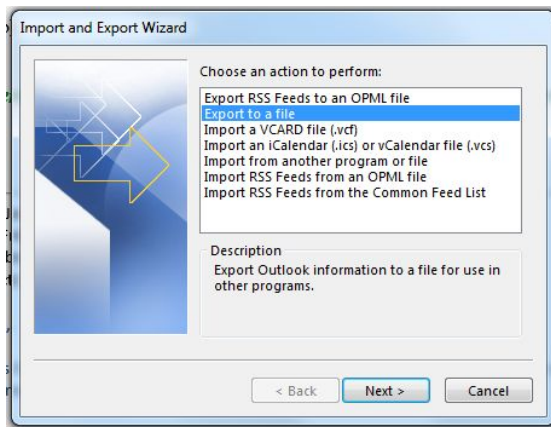
Utah Valley State College

Jeremy Mynnti

## 2. Decide - Formats

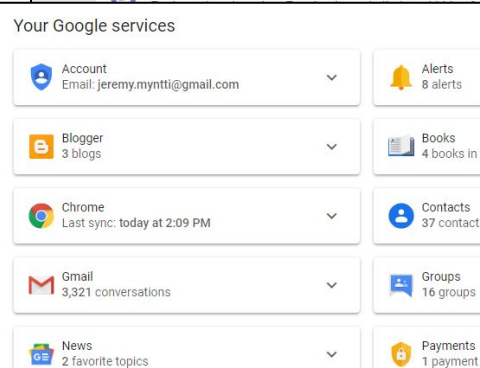
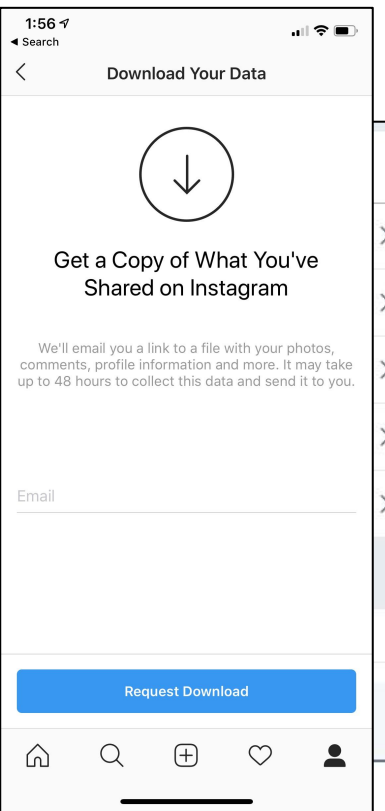
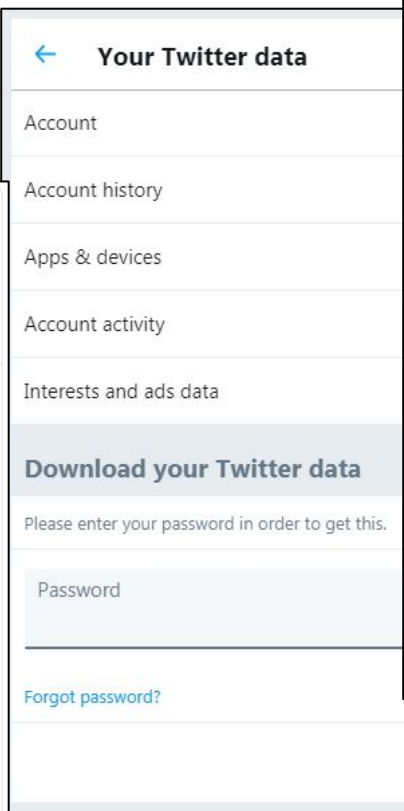
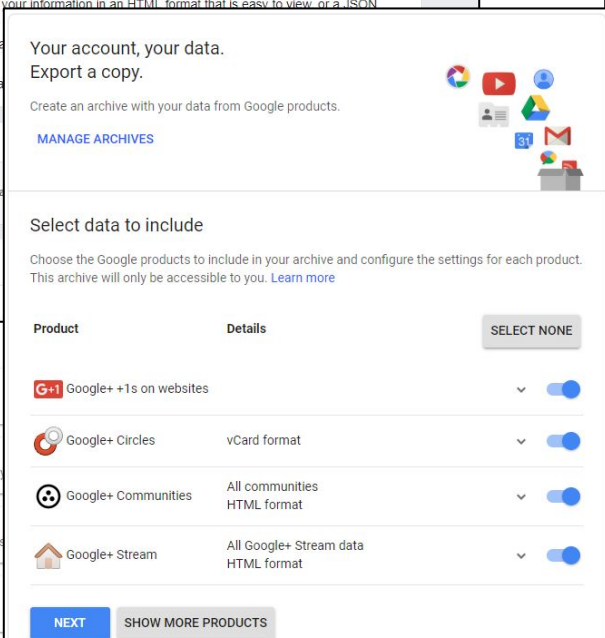
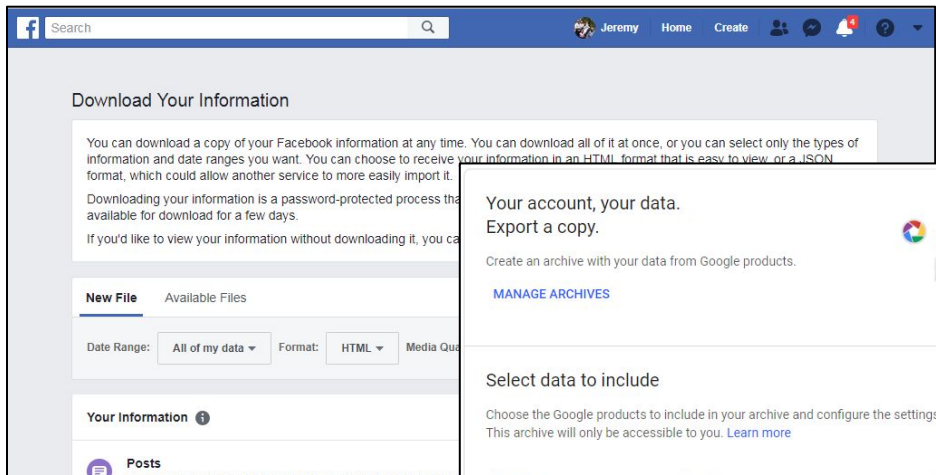
AI	DOCM	HTML	ME	PBM	PSP	TSV	XLS
ANS	DOCX	ICO	ODG	PCX	RAW	TXT	XLSB
ASC	DOT	JP2	ODM	PDF	RTF	VND	XLSM
BMP	DOTX	JPG	ODS	PICT	SHOW	WPD	XLSX
CSV	EPS	JPS	ODT	PNG	STW	WPS	XLT
DBK	EPUB	KEY	OTP	PPT	TAB	WPT	XML
DJVU	GDOC	LOG	OTT	PPTX	TGA	WRD	XPS
DOC	GIF	MD	PAGES	PSD	TIFF	WRI	ZIF

# 2. Decide - Export Email / Texts





# 2. Decide - Export Social Media



# 2. Decide - Export Websites

## Export

Create an XML file containing your posts and comments, and save it to another WordPress blog. This path to exporting content is ideal for people backing up their text or who are moving to a new blog and need to feel confident about the migration.

## Free

Learn More

The image shows two overlapping screenshots. The left screenshot displays the WordPress 'Export' settings panel. It includes options for 'Destination' (Save as PDF), 'Pages' (All), and 'Layout' (Portrait). The right screenshot shows an Amazon product page for the book 'Digital Preservation in Libraries: Preparing for a Sustainable Future (ALCTS Monograph)'. The page includes a price of \$83.99, a 'Buy Now' button, and a 'Sponsored products related to this item' section.

Print  
Total: 4 pages  
Save Cancel

Destination Save as PDF  
Change...

Pages All  
e.g. 1-5, 8, 11-13

Layout Portrait

More settings

2/1/2019 Digital Preservation in Libraries: Preparing for a Sustainable Future (ALCTS Monograph) Jeremy Myrtil, Jessalyn Zoom: 978038917138...

Valentine's Day Gift Shop

Books Advanced Search New Releases Amazon Charts Best Sellers & More The New York Times#1 Best Sellers Children's Books Textbooks

Editors' favorite children's books delivered every 1, 2, or 3 months

Books > Public & Social Sciences > Social Sciences

Digital Preservation in Libraries: Preparing for a Sustainable Future (ALCTS Monograph)

Paperback - July 16, 2018  
By Jeremy Myrtil (Author), Jessalyn Zoom (Author, Editor)

Be the first to review this item.

See all formats and editions

Paperback \$83.99  
\$83.99 from \$84.00  
\$1.00 from \$85.34

In today's information landscape, there are fewer topics that more urgently demand expansive disclosure than digital preservation, which touches on everything from technology to copyright. The Association for Library Collections and Technical Services (ALCTS) steps up to the challenge with this comprehensive overview. Global in scope, it features case studies and contributions that discuss such key

Read more

"The Silent Patient" by Alex Michaelides  
"That rarest of beasts: the perfect brother."  
—A.J. Finn (the-creator today)

Sponsored products related to this item

Page 1 of 6

Buy New \$83.99  
City [ ]  
FREE Shipping  
In stock on February 6, 2019.  
Order it now.  
Ship from and sold by Amazon.com.  
Gift-wrap available.

Yes, I want FREE Two-Day Shipping with Amazon Prime  
Add to Cart  
Buy Now

Get it as soon as Friday, Feb. 8 - Monday, Feb. 11 if you choose Two-Day Shipping at checkout. Details

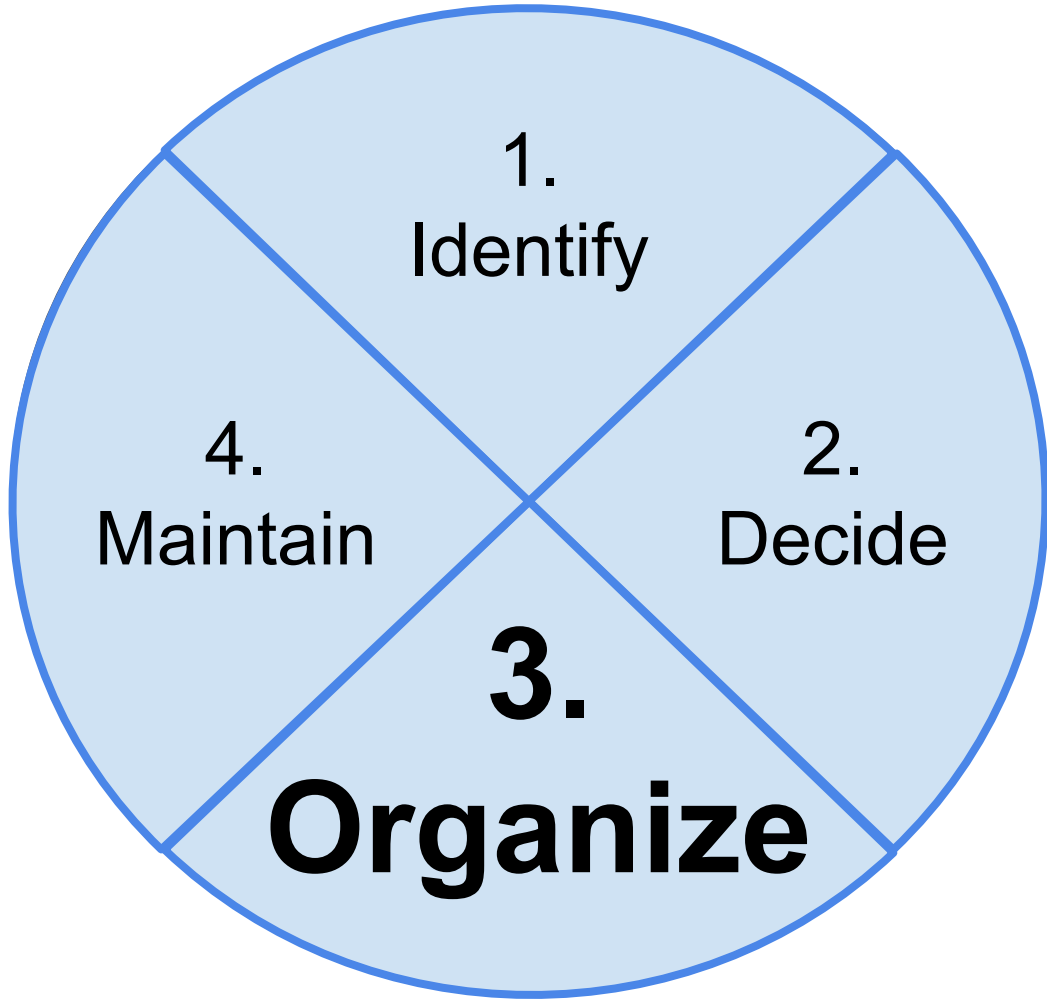
Other Sellers on Amazon  
\$80.34 + \$4.08 shipping  
Sold by: scholastic-america  
\$100.00 + Free Shipping  
Sold by: Weavley USA  
\$104.24 + \$3.75 shipping  
Sold by: Manor26  
Have one to sell? Sell on Amazon

https://www.amazon.com/Digital-Preservation-Libraries-Preparing-Sustainable/tp/038917135 1/4

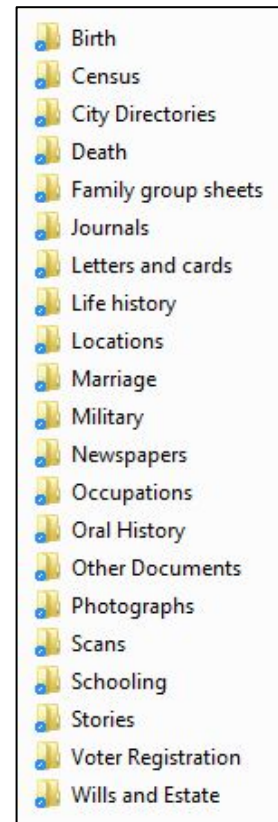
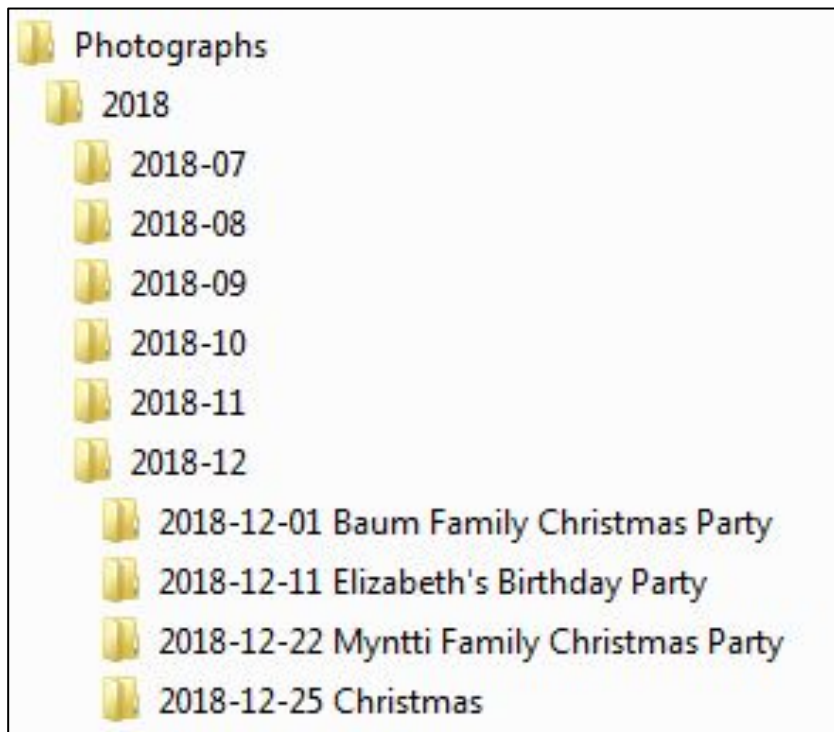
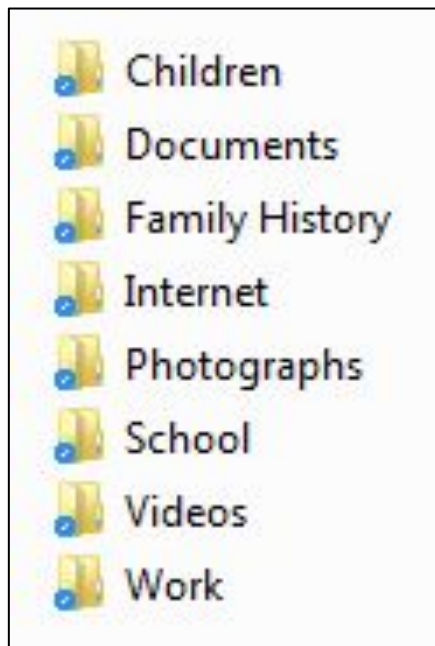
Start Export

## 2. Decide - Privacy Issues





# 3. Organize - Directory/Folder Structure



### 3. Organize - Filenames

- Be descriptive
- Don't be generic
- Be consistent
- Use an appropriate length
- Do what makes sense to you
- Do what can be understood by others

## 3. Organize - Filenames

- Use letters, numbers, and hyphens/underscores
  - A-Z a-z 0-9 - \_
- Assume other special characters won't work
  - ! @ # \$ % ^ & \* { } , ? ' ; " : ~ ` | \ / < >

# 3. Organize - Filenames

- Avoid spaces
  - Use dashes or camelCase
  - myntti-jeremy-j or MynttiJeremyJ
- UPPERCASE vs. lowercase
  - Myntti-Jeremy-J
  - myntti-jeremy-j
  - MYNTTI-JEREMY-J



### 3. Organize - Filenames

- Zero-pad sequential numbers
  - 0001, 0002, 0003, 0010, 0100, 0101
  - NOT 1, 10, 100, 101, 2, 3
- Use standardized dates
  - YYYY-MM-DD or YYYYMMDD (2019-03-01)

## 3. Organize - Filenames

- Use some descriptive text
  - YvonneOlsonScrapbook
  - Doyce-Shepherd\_high-school-graduation
  - Myntti\_letter-to-Baum\_2007-02-14

## 3. Organize - Filenames

### **Good examples:**

- 1965\_YvonneOlsonScrapbook\_0061.tif
- 2004-08-08\_Myntti-thesis.docx

### **Not so good examples:**

- 2019-02-28 08.20.20.jpg
- photo1.tif
- March 1, 2019 - scan.jpg
- Final final draft (revised) 3.pdf

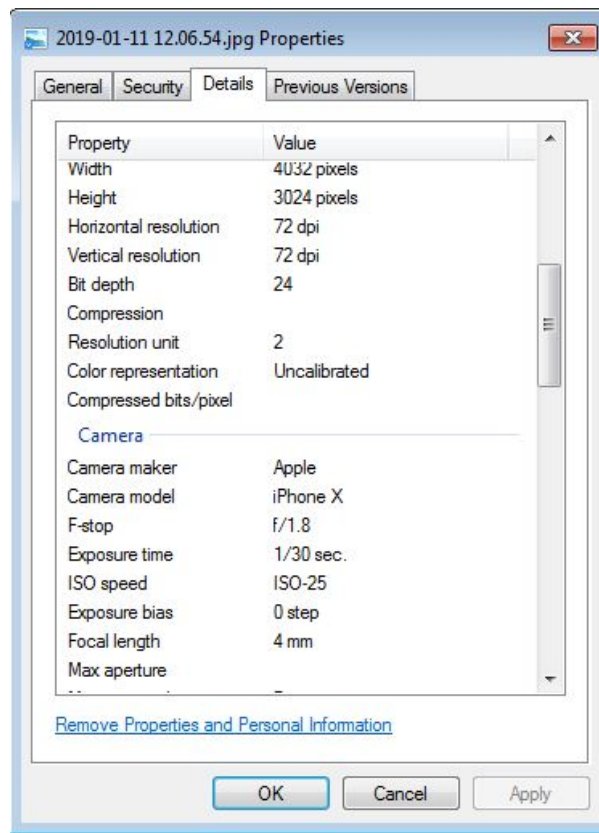
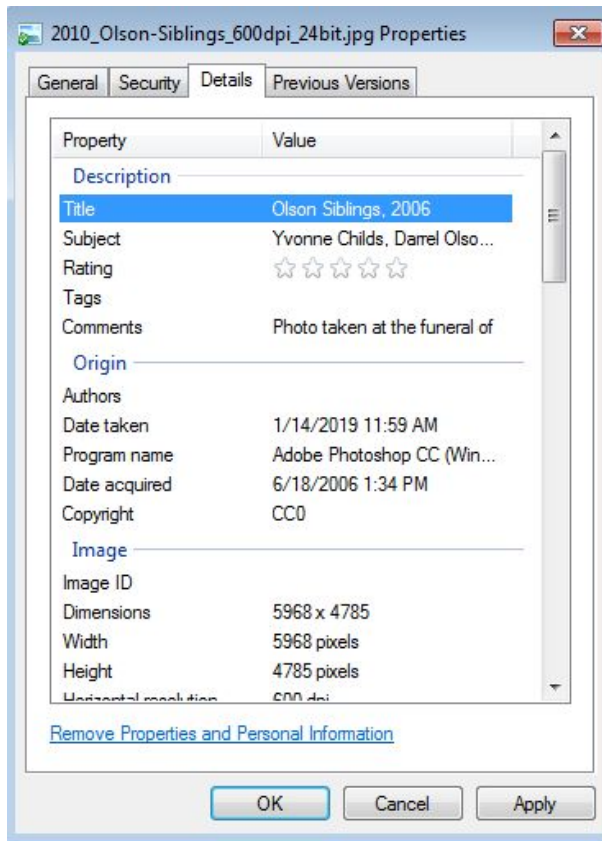
### 3. Organize - Open File Formats

- Moving images: MOV, MPEG, AVI
- Sounds: WAV, AIFF, MP3
- Still images: TIFF, JPEG, PNG, GIF
- Tabular data: CSV, TSV
- Text: XML, PDF/A, HTML, ASCII TXT

# 3. Organize - Metadata

Filename	Description	Date
Tray1image001.jpg	San Fernando Stake Center where Lennart Myntti was custodian	1962-08
Tray1image002.jpg	Kerttu Myntti at ?	1965-04
Tray1image003.jpg	Lennart Myntti and Kerttu Myntti on Myntti boat	1977-06
Tray1image004.jpg	Roy Myntti, Robert Myntti, Kerttu Myntti	1965-04
Tray1image007.jpg	Lennart Myntti on ferry between Finland and Sweden	1973-07
Tray1image008.jpg	On the Gripsholm	1953-07

# 3. Organize - Metadata



# 3. Organize - Metadata

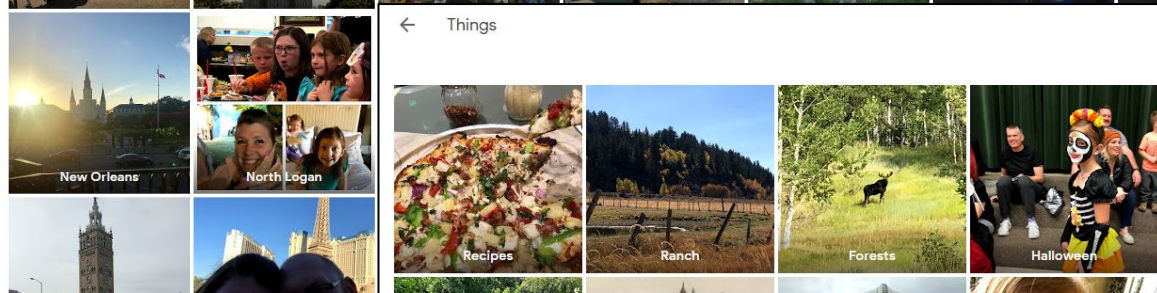
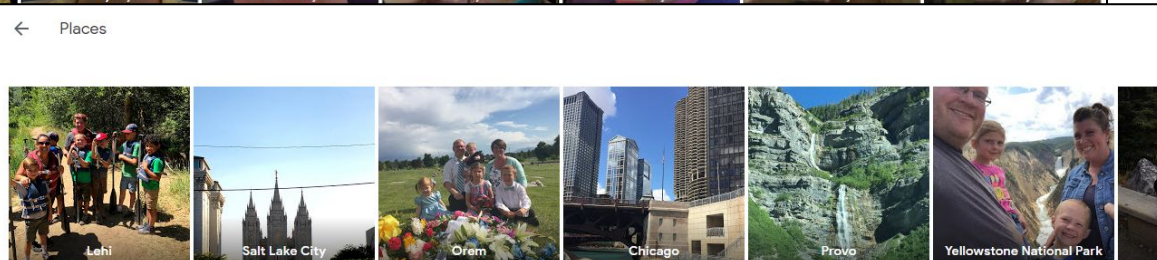
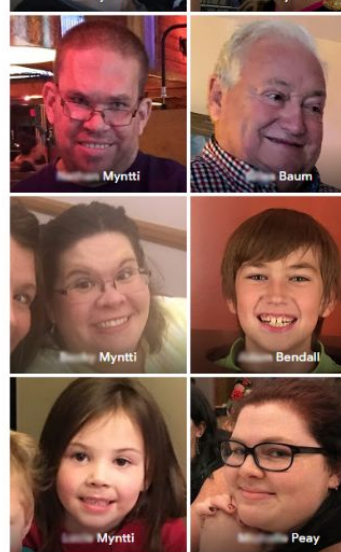
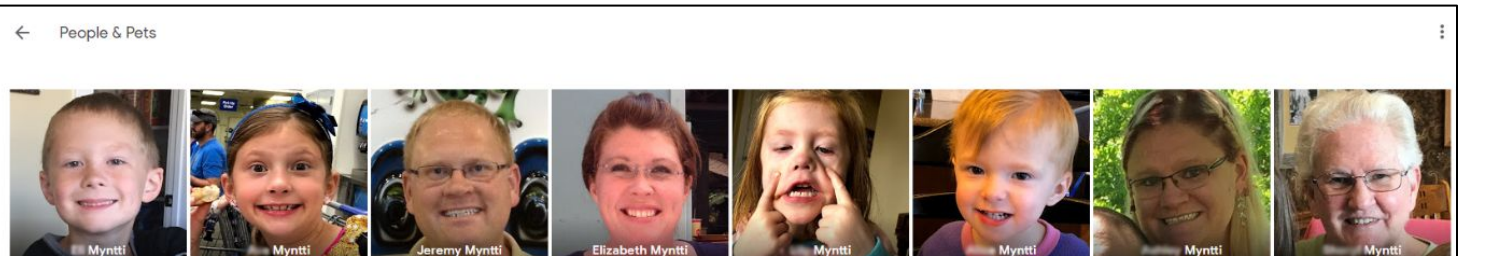
The image shows a Windows File Explorer window with a list of JPEG images. A context menu is open over the file '2019-01-18 16.16.03.jpg', with the 'Properties' option circled. To the right, the 'Properties' dialog box is open for the selected file, showing the 'Details' tab. The 'Description' section is expanded, showing the 'Title' field with the text 'Butterfly Biosphere'. The 'Tags' field contains 'Butterflies; Thanksgiving ...'. The 'Image' section shows dimensions of 4032 x 3024 pixels. To the right of the dialog, another File Explorer window is visible, showing the same file list with the 'Tags' column populated with 'Butterflies; Thanksgiving Point' for each file.

Name	Date	Type
2019-01-18 16.05.31.jpg	1/18/2019 4:05 PM	JPEG image
2019-01-18 16.05.32.jpg	1/18/2019 4:05 PM	JPEG image
2019-01-18 16.10.04.jpg	1/18/2019 4:10 PM	JPEG image
2019-01-18 16.11.47.jpg	1/18/2019 4:11 PM	JPEG image
2019-01-18 16.11.48-1...	1/18/2019 4:11 PM	JPEG image
2019-01-18 16.11.49.jpg	1/18/2019 4:11 PM	JPEG image
2019-01-18 16.11.50.jpg	1/18/2019 4:11 PM	JPEG image
2019-01-18 16.11.53.jpg	1/18/2019 4:11 PM	JPEG image
2019-01-18 16.11.59.jpg	1/18/2019 4:11 PM	JPEG image
2019-01-18 16.13.52.jpg	1/18/2019 4:13 PM	JPEG image
2019-01-18 16.13.59.jpg	1/18/2019 4:13 PM	JPEG image
2019-01-18 16.15.48.jpg	1/18/2019 4:15 PM	JPEG image
2019-01-18 16.15.51.jpg	1/18/2019 4:15 PM	JPEG image
2019-01-18 16.16.03.jpg	1/18/2019 4:16 PM	JPEG image
2019-01-18 16.16.03-1...		
2019-01-18 16.16.08.jpg		
2019-01-18 16.16.29.jpg		
2019-01-18 16.16.30.jpg		
2019-01-18 16.16.48.jpg		
2019-01-18 16.17.19.jpg		
2019-01-18 16.17.30.jpg		
2019-01-18 16.18.27-1...	1/18/2019 4:18 PM	JPEG image

Name	Tags
2019-01-18 16.05.31.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.05.32.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.10.04.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.11.47.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.11.48-1...	Butterflies; Thanksgiving Point
2019-01-18 16.11.49.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.11.50.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.11.53.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.11.59.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.13.52.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.13.59.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.15.48.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.15.51.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.16.03.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.16.03-1...	Butterflies; Thanksgiving Point
2019-01-18 16.16.08.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.16.29.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.16.30.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.16.48.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.17.19.jpg	Butterflies; Thanksgiving Point
2019-01-18 16.17.30.jpg	Butterflies; Thanksgiving Point

Property	Value
Description	
Title	Butterfly Biosphere
Subject	
Rating	☆☆☆☆
Tags	Butterflies; Thanksgiving ...
Comments	
Origin	
Authors	
Date taken	1/18/2019 4:11 PM
Program name	12.1.2
Date acquired	
Copyright	
Image	
Image ID	
Dimensions	4032 x 3024
Width	4032 pixels
Height	3024 pixels
Horizontal resolution	72 dpi

# 3. Organize - Metadata



X Info


Bellagio, Las Vegas

PEOPLE




Jeremy My... Elizabeth M...

ALBUMS

 Las Vegas, DLF Forum 2018  
308 items · Oct 14–18, 2018

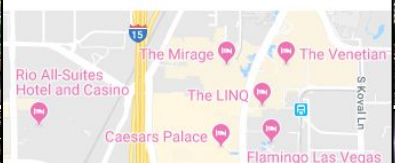
DETAILS

 Oct 14, 2018  
Sun, 3:28 PM

 IMG\_6929.HEIC  
7.2MP 2320 x 3088 786.5 KB

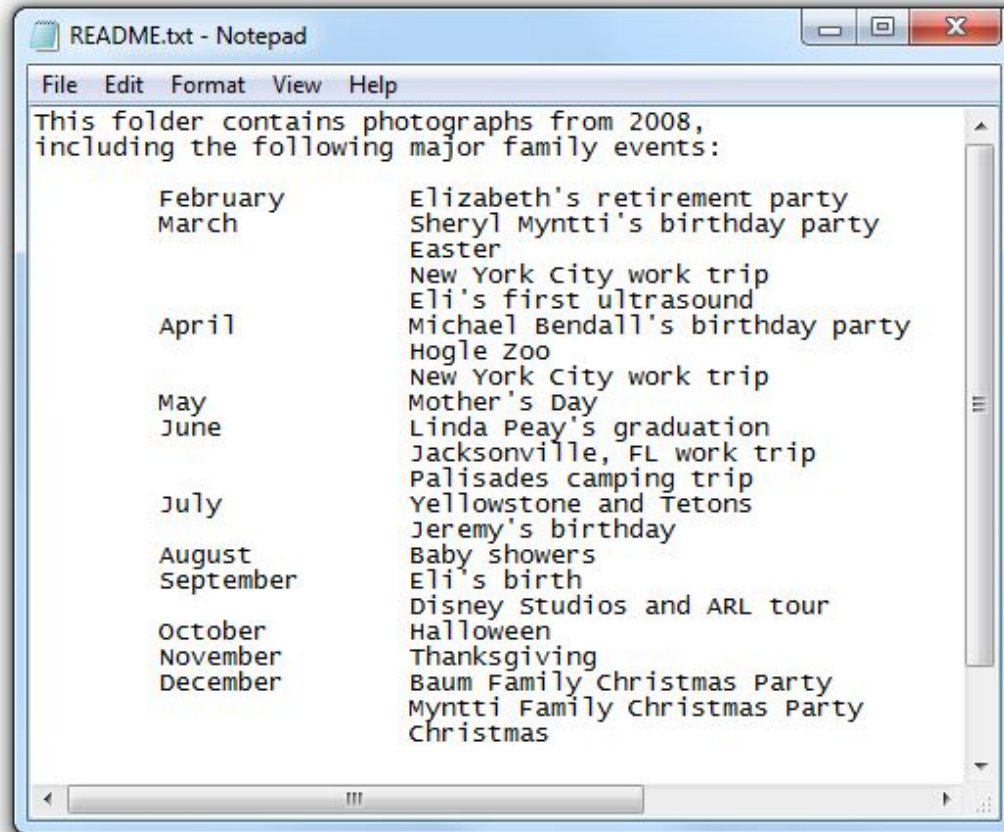
 Apple iPhone X  
f/2.2 1/120 2.87mm ISO125

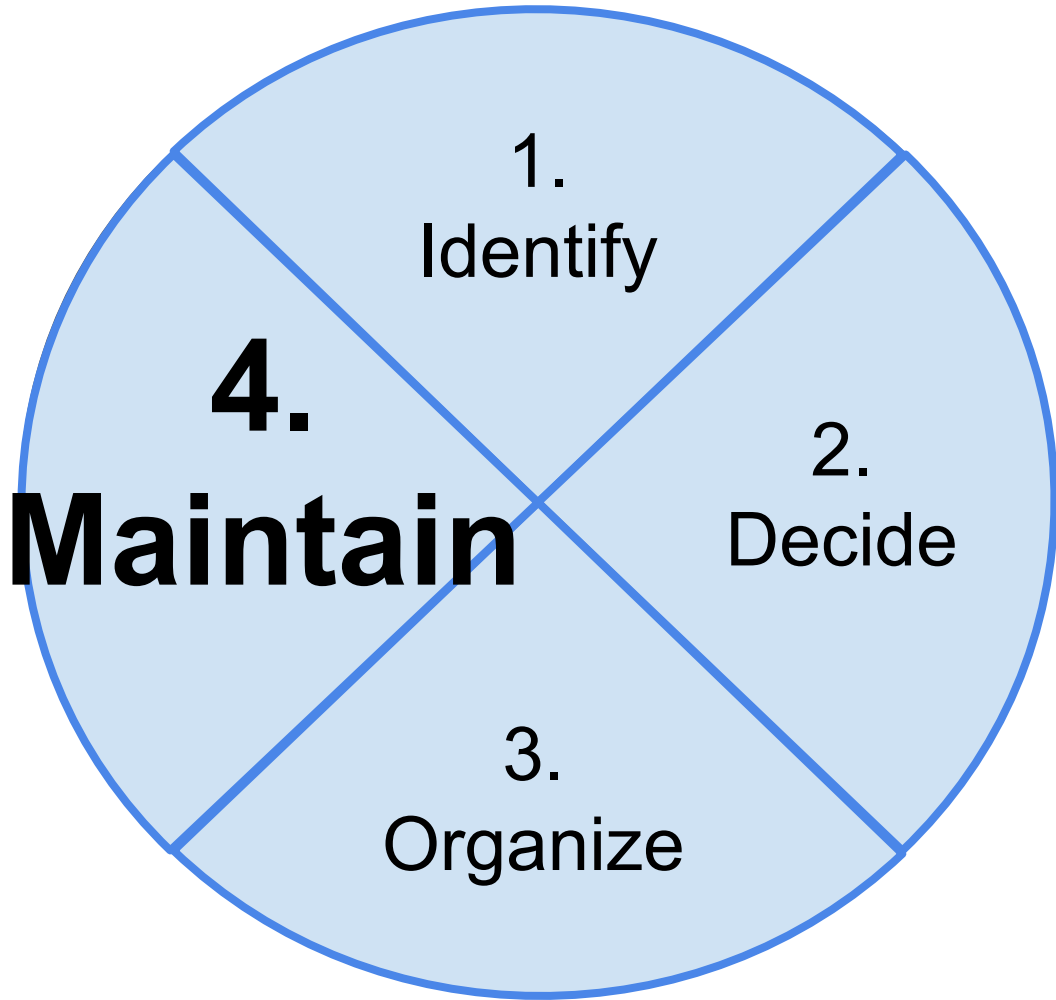
Las Vegas, NV  
Estimated location  
[What's an estimated location?](#)





# 3. Organize - Folder Level Descriptions





1.  
Identify

2.  
Decide

3.  
Organize

4.  
**Maintain**

## 4. Maintain - Copies

3 - 2 - 1

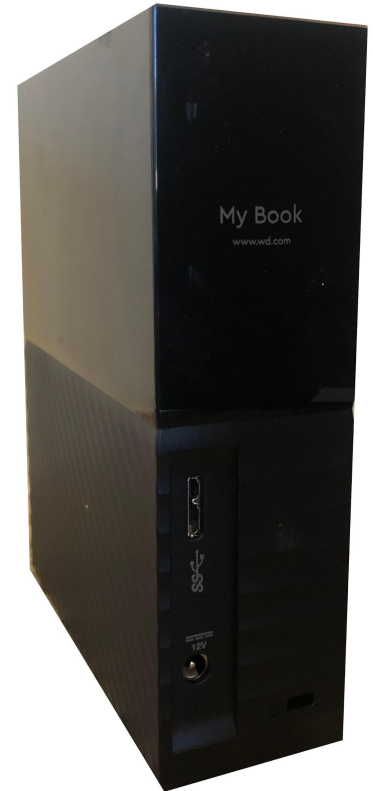
---

LOCKSS

# 4. Maintain - Digital Storage



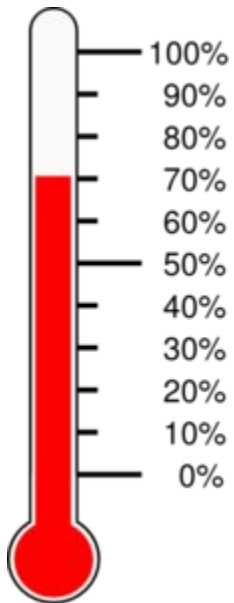
# 4. Maintain - Digital Storage



## 4. Maintain - Storage Conditions



# 4. Maintain - Storage Conditions



## 4. Maintain - Cloud Storage



Google Drive

FOREVER<sup>®</sup>

box



**Dropbox**

amazon drive



## 4. Maintain - Making Content Accessible

Google Sites

WIX.com



WORDPRESS



Dropbox



FamilySearch



Google Photos



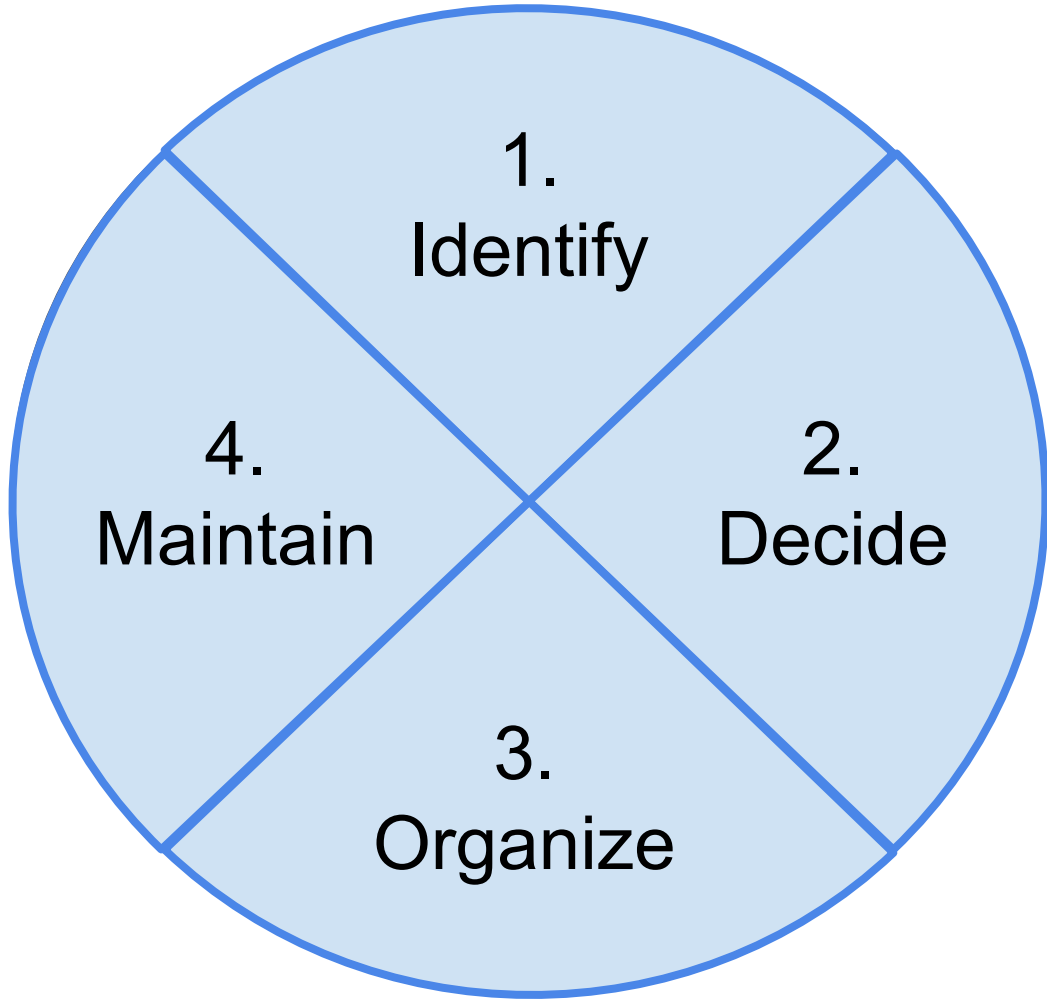
ancestry®

## 4. Maintain - Sharing Your Archive



**Password:**

\*\*\*\*\*



# Personal Digital Archiving

A photograph of the Harold B. Lee Library at Brigham Young University during twilight. The building features a prominent glass-enclosed atrium with a greenish tint, illuminated from within. The sky is a mix of purple and blue, with a bright sun or moon low on the horizon creating a lens flare. The building's facade is dark, with some windows lit up.

Jeremy Myntti  
**BYU Library**

Philbrick, Mark A. (2007) "Harold B. Lee Library, Brigham Young University."  
[https://commons.wikimedia.org/wiki/File:Harold\\_B.\\_Lee\\_Library.jpg](https://commons.wikimedia.org/wiki/File:Harold_B._Lee_Library.jpg)

This file is licensed under the Creative Commons Attribution-Share Alike 3.0 Unported license.

# Additional Resources

- American Library Association. Preservation Week.  
<http://www.ala.org/alcts/preservationweek>
- American Library Association. Preservation Week Webinars.  
<http://www.ala.org/alcts/preservationweek/webinars>
- Library of Congress. Personal Archiving.  
<http://digitalpreservation.gov/personalarchiving/>
- Library of Congress. Personal Digital Archiving Day Kit.  
<http://digitalpreservation.gov/personalarchiving/padKit/index.html>

# Additional Resources

- Columbia University Libraries, Digital Humanities Center. Personal Digital Archiving: Online Resources.  
<https://library.columbia.edu/locations/dhc/personal-digital-archiving/online-resources.html>
- Personal Digital Archiving Conference, University of Pittsburgh Library, May 2-4, 2019. <https://library.pitt.edu/pda19>
- Purdue University. Personal Digital Archiving: The Basics.  
<http://guides.lib.purdue.edu/PDA>
- University of Michigan. Preserving Personal Digital Files.  
<https://www.lib.umich.edu/files/services/preservation/PreservingPersonalDigitalFilesGuide.pdf>

# Additional Resources

- Marshall, Briana H. The Complete Guide to Personal Digital Archiving.  
<https://www.alastore.ala.org/content/complete-guide-personal-digital-archiving>
- Redwine, Gabriella. Personal Digital Archiving.  
<https://www.dpconline.org/docs/technology-watch-reports/1460-twr15-01/file>
- Wikipedia. Personal Archiving.  
[https://en.wikipedia.org/wiki/Personal\\_archiving](https://en.wikipedia.org/wiki/Personal_archiving)

# Additional Resources

- Calvin's Genealogy. File Naming Conventions for Digital Photos, Scans, and Documents. <https://calvingenealogy.com/blog/filename-convention/>
- Desperately Seeking Surnames blog. Tagging to Organize Your Digital Family Documents.  
<https://www.desperatelyseekingsurnames.com/2016/06/tagging-to-organize-your-digital-family.html>
- EaseUS. Tips: How to Download Text Messages from iPhone to Computer.  
<https://www.easeus.com/iphone-data-transfer/download-text-messages-sms-from-iphone-to-pc.html>
- TunesBro. How to Transfer Text Messages from Android to Computer in 4 Ways. <https://www.tunesbro.com/transfer-sms-from-android-to-computer.html>