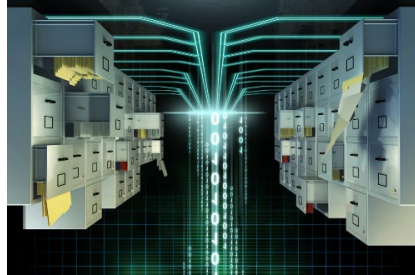


# CENTER FOR JEWISH HISTORY

Preservation Newsletter – October 2019

From the Shelby White & Leon Levy Archival Processing Lab, Kat Fanning [kfanning@cjh.org](mailto:kfanning@cjh.org)



So how does one \*do\* digital preservation?

As we just discussed in the August Preservation Newsletter, maintaining and providing access to digital records is important for a number of reasons. Institutional/internal records that don't have to be kept private can be of great value to researchers. You don't have to be a collection manager or digital preservation expert to help support and sustain digital preservation. So what can "I" do, as a general employee for CJH or one of the Partners, to contribute to our digital preservation program? As discussed in the July newsletter, a lot of what each employee creates is important to documenting and preserving Jewish heritage, both as institutional knowledge and to future researchers. This is done by retaining an institutional archive that is driven by an updated records retention policy that covers both physical and digital work. Some reasons for keeping and maintaining digital files include: legislative and regulatory compliance, efficiency and financial gains from information reuse, good governance, documenting events of historical significance, and retaining a corporate memory. Know what records to keep and pass along to the IA and what records to discard.

There are lots of options for where you can keep your "stuff," so how can you know what goes where? There's your local C:\ drive (computer hard drive), L:\ drive (networked), and also a Microsoft OneDrive. People also store things on various networked drives, on Google Drives (personal or work-driven), Dropbox, and on other third party clouds or vendors. A really important thing to keep in mind is that IT only backs up content that is on its radar. This only includes networked CJH drives (and Microsoft web-based OneDrives in the near future). There is no current plan to back up third party content or local computer hard drives.

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When naming files and folders anywhere, try to use good file naming conventions. Don't use special characters in the file or folder name. Review [Stanford's](#) helpful guide for more information. Keeping file and folder names short and concise mean that they are easier to find in the future. It is important that things are findable, to not only you but to anyone who may need access. And then in the future, the processing digital archivist of the Institutional Archive.

As we've learned, keeping multiple copies is a great habit but becomes extremely difficult with "working copies" or things we are continually updating. Keeping this content on a OneDrive is a great solution. Just like Google, you can collaborate and work at the same time on documents. When the document or project is "finished" you can store a second copy on a networked drive to ensure that it is backed up. Clean out your drives every once in a while. Make sure that you only keep the most up to date version. If you need to keep old versions of files, either to show process or progress, make sure to annotate somewhere on the versions. This will help with curating the content later. Sometimes, we all get a little overzealous and save copies of files in multiple folder locations. Try to centralize your files. And de-duplicate files every now and again.

Have some wacky file formats that you need to keep track of? Avoid proprietary formats. This generally means files that were created by software. Many Adobe and Mac formats are not easily read by those who don't have a software license. Not sure how to convert formats? The CJH Processing Lab is happy to help!