



# Virtual Footlocker Project

## Selecting what works best for you

### Initial questions

1. How much time can I devote to the initial sorting and classifying of my information?
2. How much money do I need for my preservation plan? If my budget is insufficient, how do I modify the plan to accommodate my needs or raise funds to meet my goals?
3. What technologies am I comfortable using? Is there any additional tool I would like/need to learn to implement my plan?
4. How much physical space can I devote to storage? Is that enough for my analog records and digital devices?
5. How often can I reasonably run periodic check-ups on my collection?
6. How do I plan to migrate records across digital storage devices?

### Suggestions for dealing with digital records

1. Label the external drives with the date of purchase.
2. Be sure to migrate to new drives every 3-5 years. This is the average lifespan of external drives.
3. Use a password manager (e.g. Keepass - <https://keepass.info/>) to keep a log of the home page of the service and your login credentials for every cloud storage solution you use.
4. Read the Terms of Service (TOC) of the cloud storage solutions you choose. Find out how often you must log in at a minimum to keep the account active and schedule accordingly.

### Suggestions for dealing with physical records

1. Store paper-based items in folders and box unbound documents in lignin-free, alkaline-buffered file folders and boxes.
2. Store material in similar sizes
3. Store large-sized materials such as posters in large flat boxes or drawers
4. Place your photographs in protective sleeves or folders
5. Place cassette tapes in acid-free enclosures. The best orientation for a cassette is vertical on its end. This is true for both audio and VHS tapes.
6. Use inert plastic containers with a non-damaging center hub.
7. Clean your textiles before storing them
8. Dry clean or request assistance from a textile conservator for fragile or sensitive items
9. Keep uniforms and other garments not in a fragile state in acid-free hangers (not wood, PVC, or metal)
10. If storing textiles in a box, use acid-free paper to support the items



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## Digitization Plan

### 1. Before digitizing your files:

- Write down a **tree structure directory** to know where each file will you (see example below)
- Choose a file naming convention (see handout from module 2, lesson 2)
- Organize files locally
- Create backups in external devices and cloud services as needed
- For large streaming files, such as audio and video, consider creating web copies and uploading them to streaming platforms of your choice (e.g., Youtube, SoundCloud) as an extra backup.

### Sample of a tree structure directory to organize files before digitization

1. Personal-Files
  - a. Health-Records
    - i. Physical-exams
    - ii. Labs
    - iii. Medications
  - b. Awards
    - i. Promotions
    - ii. Certificates
  - c. Duty-logs
    - i. VA-Base
      1. Maps
      2. Photos
    - ii. Iraq-tour-01
    - iii. Germany-tour-01

### 2. Use the appropriate format and standards for the type of file you are digitizing<sup>1</sup>

#### Textual Materials with No Images

- *Formats:* PDF/A, JPEG 2000 or TIFF
- *Resolution:* 150-400
- *Color:* Greyscale (minimum), Color (ideal)
- *Bit-depth:* 8
- *Bear in mind:* Optical Character Recognition (OCR) is a feature that allows scanning applications to detect and make text-readable files. In practice, this means you can select and copy the text from your scanned files. OCR works best when you scan at a 400 DPI or higher.

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<sup>1</sup> For more information, visit: "Digitization Standards and Guidelines," University Library, UC Santa Cruz, accessed July 21, 2022, <https://guides.library.ucsc.edu/DS/Resources/DigitizationStandards>.



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## **Textual Materials with Images**

- *Format: TIFF*
- *Resolution: 400-600*
- *Color: Color*
- *Bit-depth: 8-16*

## **Rare books and manuscripts**

- *Format: TIFF*
- *Resolution: 2000-4000*
- *Color: Greyscale (minimum), Color (ideal)*
- *Bit-depth: 8-16*

## **35mm slides, film, and negatives smaller than 4"x5"**

- *Format: TIFF*
- *Resolution: 2000-4000*
- *Color: Greyscale (minimum), Color (ideal)*
- *Bit-depth: 8-16*
- *Bear in mind: Aim for images to have 4000 pixels across long dimension of image area, excluding mounts and borders*

## **Photographs (prints)**

- *Format: TIFF*
- *Resolution: 300-600*
- *Color: Greyscale (minimum), Color (ideal)*
- *Bit-depth: 8-16*
- *Bear in mind: Aim for images to have 6000 pixels across long dimension of image area*

## **Posters, Prints, and Maps Larger than 8"x10"**

- *Format: TIFF*
- *Resolution: 400-600*
- *Color: Greyscale (minimum), Color (ideal)*
- *Bit-depth: 8-16*
- *Bear in mind: Aim for images to have 6000-12,000 pixels across long dimension of image area*

## **Audio**

- *Format: .wav or .aif*
- *Resolution: 400-600*
- *Bit-depth: 24*
- *Bear in mind: For web access, use 320 kbps sampling rate, and mp3 format*

## **Video transferred from VHS or another analog source**

- *Format: .mov or .avi*
- *Resolution: 720x486*



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- *Bit-depth*: 8-10 uncompressed
- *Bear in mind*: For web access, use 1.5mbps sampling rate and file format mp4 and codec h.224

## **Digital Video**

- *Format*: native, or .mov or .avi
- *Resolution*: native
- *Bit-depth*: native or 10 bit uncompressed
- *Bear in mind*: For web access, use 1.5mbps sampling rate and file format mp4 and codec h.224

## Module 1 Worksheet: Personal Military Record Inventory

Now that you've completed the first module, take some time to start filling out the inventory sheets. They are available for you in two formats an Excel spreadsheet and a form-fillable PDF. Note: You will use the columns across all three modules. We recommend using the Excel spreadsheet if you can, so you can sort the various columns after you fill them.

For this worksheet, think about everything you currently have related to your military career and experience.

### Column Descriptions

**Description of Item or Items:** Enter a brief description of the item or group of items. This could be a single item, like a set of BDUs, or a group of items, such as photos from a particular deployment. The important thing is that you describe it in a way you can remember. Try to be inclusive of everything that you have. You may add to this list as you move forward. Also, be sure to include both physical (analog) and digital materials in your inventory.

**Current Location:** Where is the item or items currently located? You could list a general location, such as the garage or something more specific. For digital materials, is it on your laptop? A cloud account? An external hard drive?

**Item Format:** What are the general formats for the items (e.g., 8x10 photographs, clothing, paper, etc.)

**Item Type:** Are the items analog (physical) or digital?

**Preserve:** Mark the items that you would like to include in your long-term preservation plan. You can mark this with an "X" or use Y or N.

Once you complete your inventory, review it to see if you are missing any records and consider who you might be able to get copies from.

## **Module 2 Worksheet: Organization & Storage Plan**

Following the second module, you can now develop a plan for organizing and storing your digital and analog materials. Let's start with your digital materials.

### **Digital File Naming Conventions & Folder Organization**

Use the space below to consider if you need to update any of your digital file names. If you do, how will you complete this process? Also, try developing a preliminary folder structure for your digital files using a hierarchy/outline format.

## **Digital Storage Plan**

Use the space below to summarize your digital storage plan. Where will you keep primary copies of your digital files? Will you have local backups? Cloud storage backups? How often will you update the backups?

### **Physical Storage Location & Needs**

Use the space below to identify the locations you will use for storage moving forward. Also, make a list of any supplies you may need to purchase to rehouse items into better containers.

Finally, update the columns on the inventory to reflect which items may need to be physically rehoused or reformatted digitally. Also, update the location of the items as you move them.



### **Module 3 Worksheet: Preservation Plan**

Now that you are done with Module 3, it is time to think about what types of preservation approaches the items in your collection might need. Hopefully, you've already decided where the items can be stored that are cool and dry.

#### **Physical Records**

Go through your inventory and identify which items might need professional conservation treatment. You could mark these with an "X" or use a numbering system to prioritize which things need the most attention, the second most, etc.

Secondly, if you are considering digitizing some records, try to group them into priority categories and list those on the inventory as well. Another option would be to include if you will do the digitization yourself or have a company do it.

The final thing to consider for the physical objects is which require specific preservation-related attention. These could be framed images that you need to put in a larger frame with a mat or uniforms that you need to clean and place in proper storage. You can use the final column in the inventory to make specific notes about these items.

#### **Digital Records**

Use the space below to list any social media, email, messaging apps, or websites you need to preserve by creating backup copies. Once you've listed them, you can begin downloading the files and mark them off as you complete the process

Module 1					Module 2		Module 3		
Description of Item or Items	Current Location	Item Format	Item Type	Preserve	Rehouse/Reformat	Updated Location	Needs Conservation	Digitization Priority	Preservation Attention



Module 1					Module 2		Module 3		
Description of Item or Items	Current Location	Item Format	Item Type	Preserve	Rehouse/Reformat	Updated Location	Needs Conservation	Digitization Priority	Preservation Attention



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Description of Item or Items	Current Location	Item Format	Item Type	Preserve	Rehouse/Reformat	Updated Location	Needs Conservation	Digitization Priority	Preservation Attention









