



# 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