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- 1.1 Sorting through your paper records is one thing but have you thought about what you should with the files on your computer? today's world is just as important to put your electronic files in order as your paper files before you donate them to the Archives.
- 1.2 How do you decide which of your electronic files might be important to the Archives? Organizing your digital files so that the future generations will understand and be able to locate them will make them more accessible and usable.

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2.1% Our digimportant files?

2.1.2% Gather all files that you consider important substantive and don't exist in paper spot,



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be the best photographs of your pet or it could be your

5.1.1% Find all your photographs and gather them in one place, including those photographs on social media or in the Cloud.

5.1.2% Select the images and / or events that are especially important or memorable to you.

5.1.3% Give those images descriptive titles or categorize them in clearly labelled folders.

5.1.3.1

sure that the files you are transferring to the Archives are accessible, readable, and their context easily understood. Follow the guidelines above to be sure an appraiser can access your digital files.

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- 8.1 This guideline is administered under the authority of the Archives and Records Management Department. Questions about interpretation of the guideline may be directed to the University Archivist. See SFU Archives' website (