


Digital preservation - Did you know...

File formats degrade over time – and that is if they have not been attacked by a virus before that...

One day you may find you can no longer open that super important spreadsheet... 

Microsoft Excel



The file is corrupt and cannot be opened.

OK

What can you do?

Corrupt files can be difficult to fix.

There are software you can try, but they cannot guarantee your files can be saved.

Save your files in **open, commonly used file formats** – this increases the likelihood that they will remain accessible.

For **personal files**, back them up regularly using external hard drives to ensure they remain usable for as long as you need them.

For **work files**, save everything on SGUL networks as they get backed up regularly. **Don't use personal drives for your SGUL records!**



File formats classified as **CRITICALLY ENDANGERED** by the Digital Preservation Coalition include

- Emails and research records
- Smart phone apps
- Hard disks more than 5 years old

Formats considered **VULNERABLE** include

- Cloud storage
- Local network storage
- Current hard disks

Formats considered **LOWER RISK**

- None

Benign neglect

Leaving something without taking any action on it for a long period of time, expecting it to be in the same condition months or even years later.

Unlike paper, digital records will **not** survive benign neglect, and can become inaccessible within just a few years as technologies change.