

Selection Strategy



Which files do you consider important and valuable enough to archive for long-term access?

Documents

Including documents, spreadsheets, and presentations.

Type of Document	Completed Documents	Drafts
Resumes	<input type="checkbox"/>	<input type="checkbox"/>
Cover Letters	<input type="checkbox"/>	<input type="checkbox"/>
Letters	<input type="checkbox"/>	<input type="checkbox"/>
Budgets	<input type="checkbox"/>	<input type="checkbox"/>
Articles	<input type="checkbox"/>	<input type="checkbox"/>
Presentations	<input type="checkbox"/>	<input type="checkbox"/>
Legal Documents	<input type="checkbox"/>	<input type="checkbox"/>
Taxes	<input type="checkbox"/>	<input type="checkbox"/>
e-Books	<input type="checkbox"/>	<input type="checkbox"/>
All Documents having to do with my career	<input type="checkbox"/>	<input type="checkbox"/>
All Documents having to do with my current research	<input type="checkbox"/>	<input type="checkbox"/>
All Documents having to do with:	<input type="checkbox"/>	<input type="checkbox"/>

All Documents having to do with:	<input type="checkbox"/>	<input type="checkbox"/>

All Documents	<input type="checkbox"/>	<input type="checkbox"/>
Will decide on a case-by-case basis	<input type="checkbox"/>	<input type="checkbox"/>

Photos & Image Files

Type of Image	Originals	Edited Images
The best images from each batch import	<input type="checkbox"/>	<input type="checkbox"/>
All Images	<input type="checkbox"/>	<input type="checkbox"/>
All images I have purchased	<input type="checkbox"/>	<input type="checkbox"/>
All images of:	<input type="checkbox"/>	<input type="checkbox"/>

All images of:	<input type="checkbox"/>	<input type="checkbox"/>

Will decide on a case-by-case basis	<input type="checkbox"/>	<input type="checkbox"/>

Music & Audio Files

Type of Document	Originals	Edited Audio
My favorite Music files	<input type="checkbox"/>	<input type="checkbox"/>
All Music files	<input type="checkbox"/>	<input type="checkbox"/>
All music files I have purchased	<input type="checkbox"/>	<input type="checkbox"/>
All interviews I've conducted	<input type="checkbox"/>	<input type="checkbox"/>
All Podcasts I've created	<input type="checkbox"/>	<input type="checkbox"/>
All songs by:	<input type="checkbox"/>	<input type="checkbox"/>

Will decide on a case-by-case basis	<input type="checkbox"/>	<input type="checkbox"/>

Video Files

Type of Document	Raw Footage	Edited Videos
My favorite video files	<input type="checkbox"/>	<input type="checkbox"/>
All Video files	<input type="checkbox"/>	<input type="checkbox"/>
All video files I have purchased	<input type="checkbox"/>	<input type="checkbox"/>
All video footage I shoot	<input type="checkbox"/>	<input type="checkbox"/>
All videos of:	<input type="checkbox"/>	<input type="checkbox"/>

All videos of:	<input type="checkbox"/>	<input type="checkbox"/>

Will decide on a case-by-case basis	<input type="checkbox"/>	<input type="checkbox"/>

Email Correspondence

Type of Document	Completed Emails	Drafts
All Email	<input type="checkbox"/>	<input type="checkbox"/>
All Email from Account:	<input type="checkbox"/>	<input type="checkbox"/>

All Email in Subfolder:	<input type="checkbox"/>	<input type="checkbox"/>

All Email with Attachments	<input type="checkbox"/>	<input type="checkbox"/>
All Email I've Sent	<input type="checkbox"/>	<input type="checkbox"/>
All Email From/To:	<input type="checkbox"/>	<input type="checkbox"/>

All Email Containing Login Information	<input type="checkbox"/>	<input type="checkbox"/>
All Email Receipts	<input type="checkbox"/>	<input type="checkbox"/>

All Email having to do with my career	<input type="checkbox"/>	<input type="checkbox"/>
All Email having to do with my current research	<input type="checkbox"/>	<input type="checkbox"/>
All Email having to do with:	<input type="checkbox"/>	<input type="checkbox"/>

Will decide on a case-by-case basis	<input type="checkbox"/>	<input type="checkbox"/>

Websites & Blogs

Type of Document	Current	All Versions
Text content from website/blog	<input type="checkbox"/>	<input type="checkbox"/>
My entire website	<input type="checkbox"/>	<input type="checkbox"/>
My entire blog	<input type="checkbox"/>	<input type="checkbox"/>
All images & media files I've used on my website/blog	<input type="checkbox"/>	<input type="checkbox"/>
All Web pages/blog posts about:	<input type="checkbox"/>	<input type="checkbox"/>

Will decide on a case-by-case basis	<input type="checkbox"/>	<input type="checkbox"/>

Software applications

Type of Document	Originals	Edited Files
My favorite Software apps	<input type="checkbox"/>	<input type="checkbox"/>
All software files	<input type="checkbox"/>	<input type="checkbox"/>
All software files I have purchased	<input type="checkbox"/>	<input type="checkbox"/>
Will decide on a case-by-case basis	<input type="checkbox"/>	<input type="checkbox"/>