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ISBN	1-4422-7888-9
Descrizione fisica	1 online resource (165 pages) : illustrations
Collana	LITA guides
Disciplina	070.5/797
Soggetti	Electronic records - Management Personal archives - Management Digital media Digital communications
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Getting started : finding your files, assessing value, and making a plan -- File naming, structure, and organization -- Legal, financial, and medical documents -- Correspondence : email, SMS, and voicemail -- Digital photographs -- Other media : video, audio, genealogy, and problem files -- Social media, online sharing, and online accounts -- Non-digital -- Appendix A: Blank forms -- Appendix B: A short annotated bibliography of personal digital archiving resources.