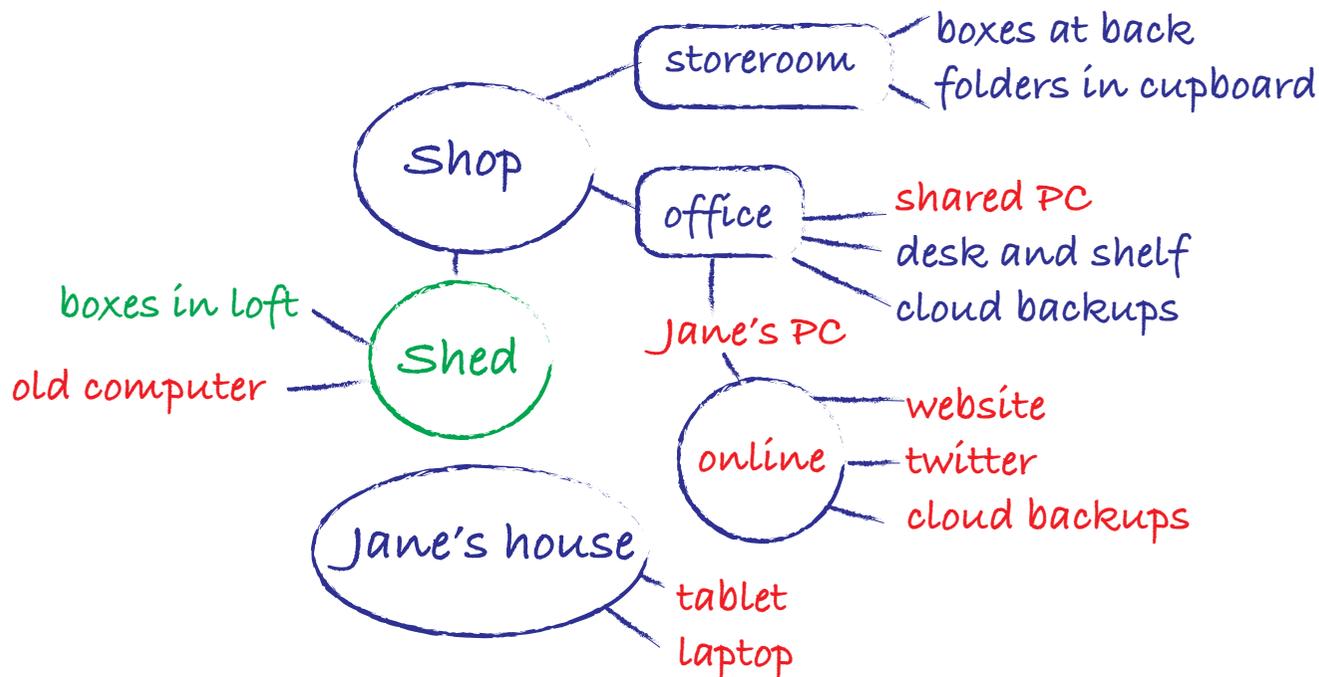


Keep it safe



Dividing up the workload

Noting down where materials are held
(from Archivist's example A4)



A working list created from the notes:

Digital

1. Shop>office> Jane's PC
2. Shop>office> shared PC>Admin folder
3. Shop>office> shared PC>Projects folder
4. Shop>office> shared PC>Photos folder
5. Jane's house>tablet
6. Jane's house>laptop>work files
7. Online>GoogleDrive>backups
8. Online> Wordpress> website
9. Online>Twitter> tweets
10. Shop shed> old computer

Physical

1. Shop>storeroom> boxes at back
2. Shop>storeroom>folders in cupboard
3. Shop shed> boxes in loft
4. Shop>office> Jane's desk>filing drawer
5. Shop>office> shelf behind Jane's desk
6. Shop>office> filing cabinet