DIGITAL ARCHIVING CHEAT SHEET

	Text	Audio	Video	Image
Work	docx, pages	acd, gbproj, pts	prproj, fcp	psd, ai
Access	html, pdf	mp3, m4a, ogg	webm, mp4, wmv	jpg, png
Archive	txt, html, rtf, pdf	wav, flac, pcm, m4a	mp4, mov, mj2, mxf	png, tiff, eps, svg

FILE FORMATS

LOSSLESS — LOSSY

DTS-HD · ALAC · FLAC · AC-3 · AAC · Ogg Vorbis · MP3

JPEG2000 · VP9 · Dirac · H.264 · Ogg Theora · H.263 · XviD

MEDIA

Optical Disc	Lifespan: 2-10 yrs	Store upright in jewel cases. Maintain 62-70F and 35-50% humidity. Stable conditions improve lifespan.
Flash/SSD	Lifespan: 1-4? yrs	Store in anti-static bags. Maintain 60-65F and 35-45% humidity. Repeated writes degrade stability.
Magnetic Disc	Lifespan: 5-10 yrs	Store in anti-static bags. Maintain 60-65F and 35-45% humidity. Power up every 18 months.
Magnetic Tape	Lifespan: 10-30 yrs	Store in case, upright on long end. Maintain 61-77F and 20-50% humidity. Metal shelves/boxes are best.
Cloud Storage	Lifespan: 1-?? yrs	Check TOS for access and backup guarantees. Encrypt files locally before storing in cloud. Back up often.

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