

## **Record Creator Guidelines for Born-Digital Files**

1. When creating documents, add titles, authors, dates, and page numbers.
2. Consider using File Properties in Microsoft Office and other software programs to embed metadata (information about your document) in your files. See <https://support.office.com/en-us/article/View-or-change-the-properties-for-an-Office-file-21D604C2-481E-4379-8E54-1DD4622C6B75>
3. Save your file frequently, using a clear and consistent filename. For guidance on filenames, see <https://www.webarchive.org.uk/wayback/archive/20160101151739/http://www.jiscdigitalmedia.ac.uk/guide/choosing-a-file-name>
4. Don't use spaces or special characters. Replace spaces with dashes (-) or underscores (\_).
5. If you want to quickly organize your files chronologically, include the date at the beginning of the filename, formatted as YYYY-MM-DD.
6. If you save multiple versions or drafts, save each draft with a different file name: mydocument\_v1.docx, mydocument\_v2.docx, etc.
7. Keep your filenames as short as you can; long filenames can cause issues with copying and saving.
8. Create a clear folder structure that can be understood easily. For example:
  - a. [Folder]: LAUC-San-Diego
    - i. [Sub-Folder]: Research-Professional-Development-Committee
      1. [Sub-sub-folder]: 2006-2007-Grant-Proposals
        - a. [Document]: 2007-02-15-grant-proposal.docx
9. Delete files you don't want to keep.
10. Back your files up regularly to a separate drive and/or to cloud storage.

***See the Digital Archives Transfer and Preservation Plan for more information.***