

Keeping Your Digital Genealogy Files Organized and Accessible

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- Folder organization methods
 - Coordinate physical and digital files
 - Surname organization options
 - Group and individual numbers in the folder name

- File naming conventions
 - Avoid spaces and weird characters
 - Avoid overly-long file names
 - Use keyword tagging
 - Use likely searchable names and terms
 - Use name or group number in the file name
 - Batch change file names for better findability

- Backup Best-Practices
 - Two backups with at least one off-site
 - Automatic backups
 - Replace hardware every 4-5 years
 - Establish a legacy plan

University of Houston Resources

University of Houston Libraries and Special Collections are free and open to the public

Digital Library: <https://digital.lib.uh.edu/>

Special Collections Reading Room: hours: M-F 9am-5pm, Sa during the spring & fall semesters
12-4pm <https://libraries.uh.edu/branches/special-collections/>

Collection areas with possible genealogy connections:

Carey C. Shuart Women's Archive and Research Collection

Hispanic Collections

Texas History

Houston Hip Hop

Houston History Archives

KUHT Collection

University Archives

USS Houston & Military History