

Securing and accessing data

Consolidation of archive

Physical and/or online archiving?

It is important to understand the issues related to archiving, as this determines the most appropriate database needed. Whether physical or online, each method has its advantages and disadvantages.

Physical archiving

- Allows access to physical documents directly on site and in one location.
- Ensures better security of documents and artifacts (as long as preservation procedures are respected).
- Requires a space for storing documents (may incur costs).
- Entails specific expenses regarding the preservation of documents (acid-proof cardboard boxes, furniture to securely store artifacts, etc.).
- Provides restricted access to documents and involves travel.

Here are some examples of the types of content for which physical preservation is beneficial: artifacts, original photographs, documents with important signatures, historical documents, etc.

Online archiving

- Is much more economical, given that some tools are available for free.
- Simplifies and secures the management and sharing of information.
- Allows access to documents from any location (with network access).

Here are types of content for which digital preservation is beneficial: videos, sound recordings, project documentation, legal forms, etc.

Available tools

These tools are obviously not the only ones. They are suggestions based on their accessibility, popularity and free availability. There are many such programs or tools available. It is up to us to determine which ones to use.

Google Drive : This Google web space allows research and interviews to be compiled and shared. It also makes it possible for Word or Excel documents to be created and edited with others simultaneously.

<https://drive.google.com/drive>

YouTube : YouTube is an extremely useful platform for archiving audiovisual documents because it makes it possible to safely upload videos and determine the access setting: private, public, accessible through a link, etc.

<https://www.youtube.com/>

