Data Maintenance Checklist

- Updated August 2021

Common Terms

Data   Units of information or observational or numeric values

Metadata   The information about your information

The following checks and information will help you self-evaluate and expand on your data management practices and methods.

Recording Practices

❏   I have downloaded Audacity software for audio editing.

❏   My software is up to date and set to record as much detail as I need (e.g. Sample Rate: 48kHz / Bit-depth: 24-bits).

❏   I have tested out my devices beforehand to make sure they are working and recording audio to a quality that I can use later.

❏   I will state the time, date, who is being recorded, location, session information and other contextual notes before recording any content.

❏   I will download and transfer my recordings to a secure, accessible location on my computer.

Labelling

❏   My team and I have decided on a regular, systematic order for naming files (e.g. **[Speaker's Initials]_ [Date]_[Session number/Topic].wav**).

❏   I will save master files as .wav and access files (aka word files) as .mp3.

- ❏ I have made a spreadsheet or some document to record these filenames and other metadata in our growing audio inventory.

- ❏ My team's files are in an accessible, searchable organization.

Checksums

- ❏ I have installed BWF-MetaEdit to embed checksums on my .wav files.

- ❏ I have my settings set in BWF-MetaEdit to record and embed MD5 checksums.

- ❏ I have made a routine or schedule to check for changes in checksums in my files (e.g. quarterly or bi-annually).

- ❏ I have made backups of my files with checksums that I can use to restore corrupted files.

Backups & Storage

- ❏ I have turned on automatic backups in software programs where I can.

- ❏ I have multiple backups created and in multiple locations.

- ❏ My long-term storage devices are secure and not losable (e.g. not USBs).

- ❏ I have a storage space for my data and the physical devices that store information in a dry, temperature-controlled, pest-free location.

- ❏ I can easily locate and check on my backups to perform condition assessments (e.g. monitor checksums).

- ❏ I have spoken with either my organization's IT department, third-party storage outsourcers, or those responsible for our technology and computers about what methods are already being used to store and protect our Band's data.

- ❏ I have shared this information with my team!