

Project Owner:

**Title of Document**

**File Name with Extension**

**Saved Location** (For best practices, save in three separate locations. For example (1) local machine, (2) external hard drive, and (3) cloud or additional off-site external hard drive. Cloud storage is not recommended for sensitive data because it is third-party storage)

(1)

(2)

(3)

**Creator(s)**

**Date Created:**

**Date Last Modified:**

**Type/Format:**

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*Image*

*Audiovisual*

*3D/AR/VR*

*Code*

**Other** \_\_\_\_\_

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(For best practices, preserve the original format and open format (if not original). For example tabular data created in Excel, should be saved in Excel (above in Saved Location), but also in an open format such as CSV. Include the file name and location saved such as a hard drive, and/or archives or repositories with permanent identifiers)

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**Associated with an Approvals Plan (ie: IRB, MOU, Agreement) or Sensitive Data:**

No Yes (indicate Title of Document below and include it in the Digital File Inventory list)

**Document described in the readme file?**

No

Yes (indicate page number or section)