sundance.org/archives/collection

Check your film before you wreck your film.
Key steps to keeping your digital work safe:

- **Label**
  Label all media, files, and projects properly and consistently.

- **Copies, copies, copies**
  Save a minimum of two copies of your content.

- **Different media & locations**
  Store copies on separate and reputable media in different secure locations that are as physically far apart as practical.

- **Exercise & migrate**
  To avoid data loss, access and double check media every six months. Create new media copies and migrate from obsolete formats at least every three years.

- **Ask for help**
  Digital preservation is constantly evolving. Email the Sundance Institute Archives & Collection team for more information on storage recommendations and how to preserve your work:
  collection@sundance.org

sundance institute

We can help preserve your place in the history of independent storytelling.

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Established in 1997, Sundance Institute Collection at UCLA is a groundbreaking partnership that exists to protect, preserve, and restore independent film.

To safely deposit your original elements, masters, and other irreplaceable materials in a proper archive, learn more about the Sundance Collection at UCLA: **sundance.org/archives/collection**

From press kits to posters, photos to film stills, and scripts to scores, the Sundance Institute Archives preserves the unique story of the Institute, its programs, and the artists it supports. By sharing the history of independent storytelling—on paper, film, video, and digital— the Archives inspires a dialog around the creative process.

Explore the Archives: **sundance.org/archives/institute-archives**

Photos by Ryan Johnson and Roger Christiansen