

SELECTION STRATEGY

Which files do you consider important enough to archive for long-term access?

Documents

Including documents, spreadsheets, and presentations

Type of Document	Completed Documents	Drafts
Resumes	<input type="checkbox"/>	<input type="checkbox"/>
Cover Letters	<input type="checkbox"/>	<input type="checkbox"/>
Letters	<input type="checkbox"/>	<input type="checkbox"/>
Budgets	<input type="checkbox"/>	<input type="checkbox"/>
Articles	<input type="checkbox"/>	<input type="checkbox"/>
Presentations	<input type="checkbox"/>	<input type="checkbox"/>
Legal Documents	<input type="checkbox"/>	<input type="checkbox"/>
Taxes	<input type="checkbox"/>	<input type="checkbox"/>
e-Books	<input type="checkbox"/>	<input type="checkbox"/>
Career Documents	<input type="checkbox"/>	<input type="checkbox"/>
Research Documents	<input type="checkbox"/>	<input type="checkbox"/>
Area of Interest: _____	<input type="checkbox"/>	<input type="checkbox"/>
Area of Interest: _____	<input type="checkbox"/>	<input type="checkbox"/>
Area of Interest: _____	<input type="checkbox"/>	<input type="checkbox"/>
All Documents	<input type="checkbox"/>	<input type="checkbox"/>
Will decide on case-by-case basis	<input type="checkbox"/>	<input type="checkbox"/>