Module 6: Archiving, Sharing, and Honouring the Stories

1. Why This Matters

Capturing a story is only the beginning. Archiving ensures it's safe and organized. Sharing brings it back to life. Honouring treats it with the respect and dignity it deserves.

2. Archiving Options

Choose one approach that feels right for you:

Simple Starter System

- Create a main folder called *Family Stories.*
- Inside, make 4 folders:
  01 Originals (raw recordings)
  02 Sharing Copies (smaller files to share)
  03 Transcripts & Notes
  04 Consent & Info
- Name files with: *LastName_FirstName_Year/Date_Topic*
  (e.g.: *Yada_Ryan_2025-08-23_Oshogatsu.mp4*).
- Keep a simple log: date, name, type, where it's saved, notes.

Detailed Archive System

- Use the provided Toolkit templates for folder structures and metadata logs.
- Organize into: *Source Primaries, Working, Derivatives, Transcripts & Translations, Metadata.*
- Follow the "3-2-1 Rule": 3 copies, 2 storage types, 1 offsite.

3. Sharing Stories

- Within Families: Shared folder, email, USB, or smaller "sharing copies."
- Creative Projects: Storybooks, posters, or slideshows for reunions.
- Community Archives: Donate copies to museums, cultural organizations, government archives or university archives (with consent).
- Digital Storybanks: Upload transcripts to tools like NotebookLM to make them interactive and searchable.

4. Honouring the Storyteller

- Consent: Always store a digital copy of the signed consent form in the same folder as the file.
- Respect: Follow the storyteller's wishes for privacy or restrictions.
- Celebrate: Play stories at family gatherings, share with children, or highlight one each month.
- Acknowledge: Hold space for both the joy and the pain in your family's stories.

5. Reflection Prompts

- Which archiving system feels right for you now — simple or detailed?
- Who would you like to share these stories with?
- What's one way you can honour the storyteller when you share their story?

6. Inspiration Quote

"When we archive, share, and honour stories, we're not just protecting files. We're creating a living memory bank — something that preserves the past, connects the present, and shapes the future."

Related Toolkit Sections:

- *Family Story Archive – Simple Starter Guide*
- *Digital Archive Organization Templates*
- *Consent Form Templates*