Nikkei
national museum
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日系文化センター・博物館

Family Story Archive – Simple Starter Guide

Step 1. Make your folders

On your computer or phone, make one main folder called **Family Stories**. Inside, create these four folders:

- 01 Originals – put the raw recordings and photos here. Don't rename or edit them.
- 02 Sharing Copies – put the smaller versions you want to share (compressed video, PDF, etc.).
- 03 Transcripts & Notes – type out or store written versions of the stories here.
- 04 Consent & Info – keep signed forms (if any) or simple notes about who gave permission.

Step 2. Name your files simply

Use this pattern: LASTNAME_FIRSTNAME_YEAR/DATE_TOPIC/THEME

- Person = last name_first name (ex: Tanaka_Mary)
- Date = YYYYMMDD (ex: 20250823) *at least the year
- Topic/Theme = (ex: Reading_Week)

Examples:

- Examples:
  Tanaka_Masako_2025_ChildhoodMemories.mp4
  Yada_Jaia_2025_ChildhoodMemories_Photo.jpg
  Tanaka_Masako_2025_ChildhoodMemories_Transcript.docx

Step 3. Keep a simple log

Open a spreadsheet (Excel, Sheets, Google Sheets, or paper notebook).

Add these 5 columns:

- Date
- Person's name
- What it is (video, photo, transcript)
- Where it's saved (folder name)
- Notes (anything special, like "talks about moving to Vancouver")

Step 4. Back it up

Follow the "2 copies" rule:

- Keep one copy on your computer/phone.
- Make one backup (USB stick, external drive, or cloud like Google Drive).

Step 5. Quick checklist

Before you record:

- Phone charged?
- Quiet space?
- Light in front of the person, not behind them?

After you record:

- Put the original file in 01 Originals.
- Make a sharing copy in 02 Sharing Copies.
- Write down a quick note in your log.

That's it. No complicated codes, no long forms — just four folders, simple names, a basic log, and one backup.