



## Manual Archive SharePoint – Checklist

### Download Your Checklist!

By the end of this article, you'll get a checklist showing you manual methods to archive SharePoint content — helping you save files locally, preserve structure, and maintain access when needed.

#### 1. Identify Content to Archive

- Use reports or library views
- Mark inactive or outdated files

#### 2. Create Archive Plan

- Define what to keep vs discard
- Align with compliance rules

#### 3. Download Files Locally

- Download manually via SharePoint UI
- Use Explorer view if needed

#### 4. Preserve Folder Structure

- Recreate folder hierarchy locally
- Maintain file relationships

#### 5. Save Metadata (if required)

- Export metadata (Excel/CSV)
- Keep for search/reference

#### 6. Secure Storage Location

- Store in secure drive/cloud
- Apply access controls

#### 7. Communicate with Stakeholders

- Notify teams where archive is stored
- Provide retrieval guidance

#### 8. Review & Update Archive Regularly

- Schedule periodic review
- Remove outdated content

### Why This Checklist Matters:

Use this checklist to make sure your manual archiving is thorough, your archived content remains accessible, and you avoid common pitfalls when managing SharePoint archives manually.