Adam Raised a Kaine: Appraising and Processing the Email of Virginia Governor Tim Kaine’s Administration

Archiving Email Symposium, 2 June 2015

Roger Christman, Senior State Governors’ Records Archivist
roger.christman@lva.virginia.gov

LIBRARY OF VIRGINIA
From: Test, Test
Sent: Tuesday, December 07, 2007 3:08 PM
To: Governor\Cabinet Staff
Subject: Electronic Data Archival Policy

Attachments: Electronic\Data Archive\Policy Form.doc
The following is a message from the Chief of Staff.

Please sign the attached form indicating that you have read and understand the electronic archiving policy for the Kaine administration. Signed forms should be sent to Dennis Johnson, Director of Support Services, 3rd floor PEB.

**Governor Kaine's Electronic Archival Policy**

**I. Email archiving**

a. Emails containing "public transaction of business" will be archived in an archive folder created by VITA.
b. Subfolders will be created to reflect your area's Records Retention and Disposition Schedule (RRDS).
c. If questions arise about what should be archived and where, please see your records officer:
   - ADMIN: Jocelyn Brzaz
   - ASFR: Shanae Chevis
   - CIO: Darryl Hall
   - GPO: Wendy Hoffman
   - EDU: Kendal Tyres
   - FIN: Mike Tutter
   - HHR: Pat Green
   - NR: Carol Darson
   - PES: Martha Hopingue
   - TECH: Taren Pfeiffer
   - TRPM: Michelle Roberts
   - WFM: Megan Ross
   - SOV: Amber Amato
   

**II. Electronic document archiving**

a. The Y (departmental shared) drive of each cabinet or equivalent will be archived.
b. Any work saved to your Y drive should be copied into the Y drive for archival.
c. Since the Y drive is a shared drive, you should create a folder structure for your data.
d. The Y drive may be used for personal documents, media and will not be turned over to the Library of Virginia (LOV) for archival.

**III. Outlook Calendars**

a. Cabinet Secretaries' Outlook calendars must be archived each month.
b. Instructions for exporting calendar data to a .ics file on the Y drive can be found on the internet under the Archiving section [http://internet/default.aspx](http://internet/default.aspx).
c. Calendars may be printed out and archived in paper format, although electronic archival is preferred.

**Server space problem**

Large email inboxes and outdated files being stored on the Governor's server are contributing to the problem of electronic storage for the administration. The following steps are being taken to reduce unnecessary data retention:

**I. Intranet**

a. Effective immediately, all inboxes on all email accounts should be deleted.
b. Effective immediately, all files on the intranet should be deleted.

**II. File from previous administrations**

a. Effective immediately, all files from previous administrations should be deleted.
b. Any data retention requests should be taken up with VITA on an individual basis.
PST Folder Templates
Procedures for Processing Kaine Administration Email – Rough Draft

Welcome to the wonderful world of email archiving! Since the Library has never processed email before, what follows is a work in progress. Any comments, suggestions, ideas, etc. to improve the process are welcome. This document is divided into seven sections: Background and Definitions, Non-records/Non-permanent records, FOIA Exemptions, Restricted Records, Open Records, Processing Procedures, and Digitool Procedures (forthcoming).
Personally Identifiable Information (PII) is not our biggest challenge

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http://www.virginiamemory.com/collections/kaine/

**KAINE EMAIL PROJECT @ LVA**

Welcome to the Library of Virginia’s Kaine Email Project, where we make accessible the email records from the administration of Governor Timothy M. Kaine, Virginia's 70th governor (2006–2010). Users can search and view email records from the Governor’s Office and his Cabinet Secretaries; learn about other public records from the Kaine Administration; go behind the scenes to see how the Library of Virginia made the email records available; and read what others are saying about the collection. The Library of Virginia received **approximately 1.3 million email messages** from the Kaine Administration. We are processing and releasing these records in batches, so please check back often for new content.

[Search the Collection](#)  [Related Content](#)  [Look Under the Hood](#)  [What's the Buzz](#)
The Governor Timothy M. Kaine Administration Electronic Files, Email Collection, is only one part of the records documenting the Kaine Administration (2006-2010). Other records include: paper files, archived Web sites, and digital collections. All of these records are interconnected. To fully understand the context of the email collection, researchers should review the chart below that illustrates the organization and function of the Office of the Governor. The chart describes the structure, responsibilities and major functions of each office, as well as listing additional records and access guides. Please note: this is not comprehensive. Staffing and responsibilities were fluid during the Kaine administration. This is meant only as a basic outline of the structure and responsibilities of each office.

-Sources: Governor’s Office Structure and Protocol Summary Memorandum, 16 June 2007; Governor Timothy M. Kaine Administration Collection Web Archive (especially press releases); Secretary of the Commonwealth Annual Report (“Blue Book”); Kaine Administration Electronic Files, Email Collection; and newspaper articles.
What’s the Buzz?

WHAT’S THE BUZZ

As the first state government archives in the United States to make the e-mails of a previous administration freely available to the public online, we hope our project will generate some buzz about electronic records, archiving in the digital world, open government, and all that jazz.

Looking to join the conversation? Check below to see what’s been making our ears burn recently, and then add your voice to the fray! #kaineemail

To get a taste of the collection content, be sure to check out the Library’s series of Kaine email posts at the Out of the Box blog.

Freedom of Information Award-Government

Rising Stars Award

IT as Efficiency Driver-Government to Citizen (Finalist)
Kaine Email Portal -
http://www.virginiamemory.com/collections/kaine/

Kaine Email Finding Aid -
http://ead.lib.virginia.edu/vivaxtf/view?docId=lva/vi00993.xml

Kaine Email Blog Posts –