

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

Archiving Email Symposium, 2 June 2015

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Archive-It - Governor Timothy Kaine Admin... file:///H:/Electronic...rchival%20Policy.htm

file:///H:/Electronic Data Archival Policy.htm

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**From:** Paris, Kate  
**Sent:** Friday, December 07, 2007 3:08 PM  
**To:** \_Governor/Cabinet Staff  
**Subject:** Electronic Data Archival Policy

**Attachments:** Electronic Data Archival 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, 5<sup>th</sup> floor PHB.

**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. Sub folders will be created to reflect your area's Records Retention and Disposition Schedule (RRDS)
  - c. For questions about what should be archived and where, please see your records officer:
    - i. ADMIN- Joycelyn Blizzard
    - ii. AGRI- Shauna Chavis
    - iii. C&T- Darryl Holt
    - iv. CP- Wendy Hoffman
    - v. EDU- Kendall Tyree
    - vi. FIN- Mike Tutor
    - vii. HHR- Pat Green
    - viii. NR- Carol Denson
    - ix. PS- Martha Hazelgrove
    - x. TECH- Tristen Pagram
    - xi. TRAN- Melanie Roberts
    - xii. WF- Megan Root
    - xiii. SOC- Alicia Roberts
    - xiv. GOV- Amber Amato
  - d. More guidance on archiving can be found on the LVA website: <http://www.lva.lib.va.us/whatwedo/records/manuals/00M-APPA.HTM>
- II. Electronic document archiving
  - a. The Y (departmental shared) drive of each cabinet or department will be archived
  - b. Any work saved to your H or C drives should be copied onto 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 H drive may be used for personal documents and media and will not be turned over to the Library of Virginia (LVA) for archival
- III. Outlook Calendars
  - a. Cabinet Secretaries' outlook calendars must be archived each month
  - b. Instructions for exporting calendar data to a .pst file on the Y drive can be found on the intranet under the Archiving section: <http://intranet/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. Beginning Tuesday, December 11, 2007, daily clips will be accessible on the intranet: <http://intranet/default.aspx>
  - b. **Effective immediately news clips should be deleted from individual email accounts**
  - c. Archiving guides and other helpful instructions and often used websites are also located on the intranet for your convenience
- II. Files 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

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# PST Folder Templates



ExMerge - Harrington, Sherrie

Sent Items [7338]

Deleted Items

Search Folders

# Procedures Manual

## **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

## KAINE EMAIL PROJECT @ LVA – PROCESSING BY THE NUMBERS (Updated 07/07/2014)

	<u>Total Number of Emails</u>	<u>Non-Records</u>	<u>Restricted</u>	<u>Virginia Tech (Review)</u>	<u>Open Records</u>
Series I. Executive Office	138532	47708	13594	10808	66422
Series II. Policy Office	49318	26010	300	4	23004
Series III. Press Office	53812	31748	126	408	21530
Series IV. Commonwealth	202952	194814	3820	11	4307
Series V. Technology	41852	26151	320	0	15381
Sec. of HHR	88186				In progress
Sec. of Natural Resources	93324				In progress
Scheduling Office	12641				
Virginia Liaison Office	102349				
Constituent Services	83736				
Sec. of Administration	83237				
Sec. of Agr. & Forestry	5334				
Sec. of Comm. & Trade	106611				
Com. Preparedness	84043				
Sec. of Education	180298				
Sec. of Finance	58767				
Sec. of Public Safety	23236				
Sec. of Transportation	37115				
Workforce Development	42948				
Other	15683				




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



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## 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](#)

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[Look Under the Hood](#)

[What's the Buzz](#)

# Related Content

## RELATED CONTENT

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 –**

<http://www.virginiamemory.com/blogs/out of the box/category/state-records-blog-posts/kaine-email-project/>