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THE UNIVERSITY OF MICHIGAN

Capturing archival email of campus leaders at the University of Michigan

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Library of Congress
May 31, 2015

UM Email in 2008: A Culture of Choice

- Decentralized
- IT on campus in 2 central orgs and distributed to 19 schools
- Email applications: Outlook, Mac Mail, Pine, Mulberry, Web Mail, Thunderbird
- Servers: Exchange and IMAP



Our Goal

Allow executives to identify email messages of long-term value and transfer them to a secure record-keeping system accessible by archivists

RFP conclusions

- What campus needs is an enterprise content management system

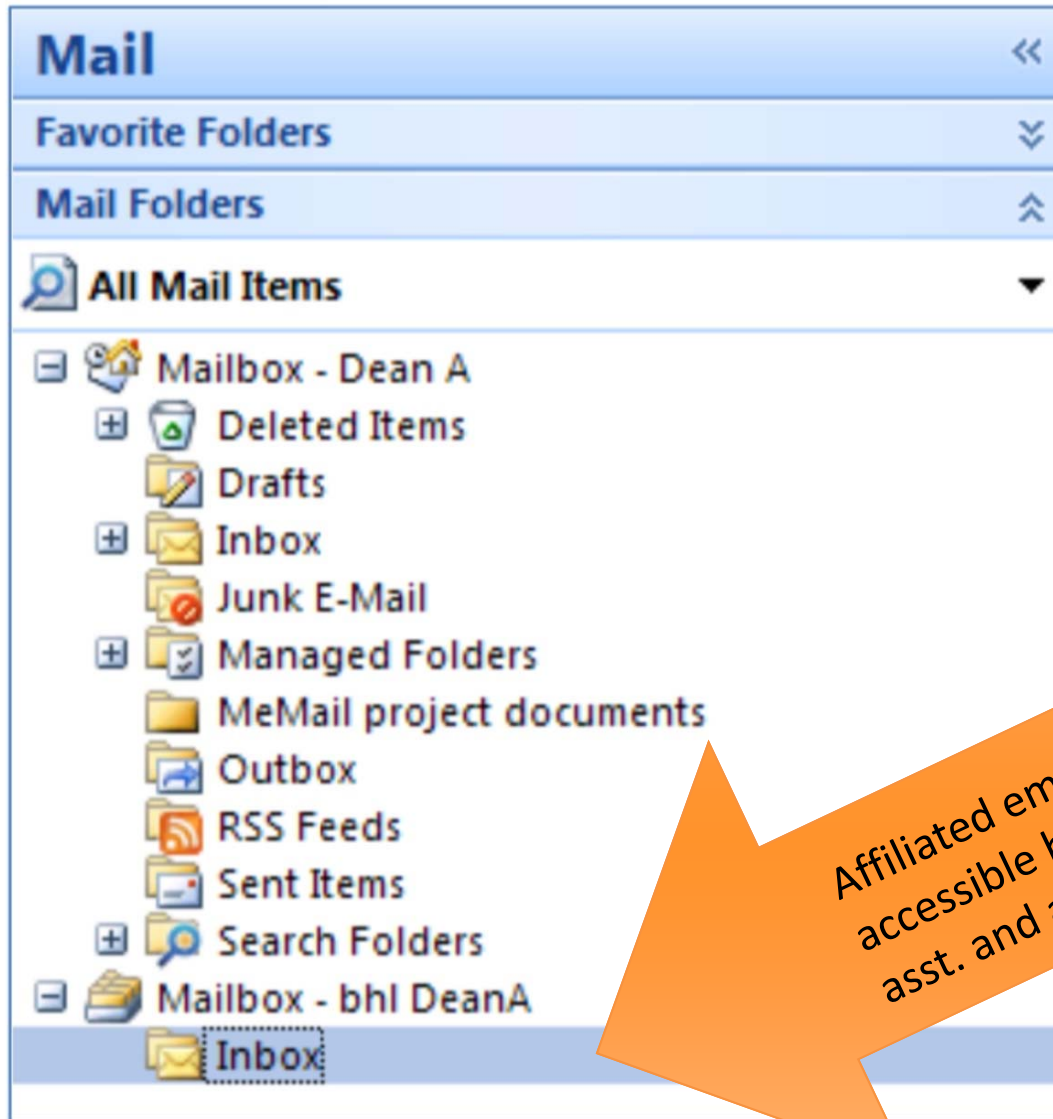
- tool value



- current economic pressures
- U-M imperative to rationalize IT resources

Prudent to consider an interim approach that

- Captures current important email
- Allows for development of a strategic solution for content management



Low-tech pilot to see if executives could/would nominate records of permanent value

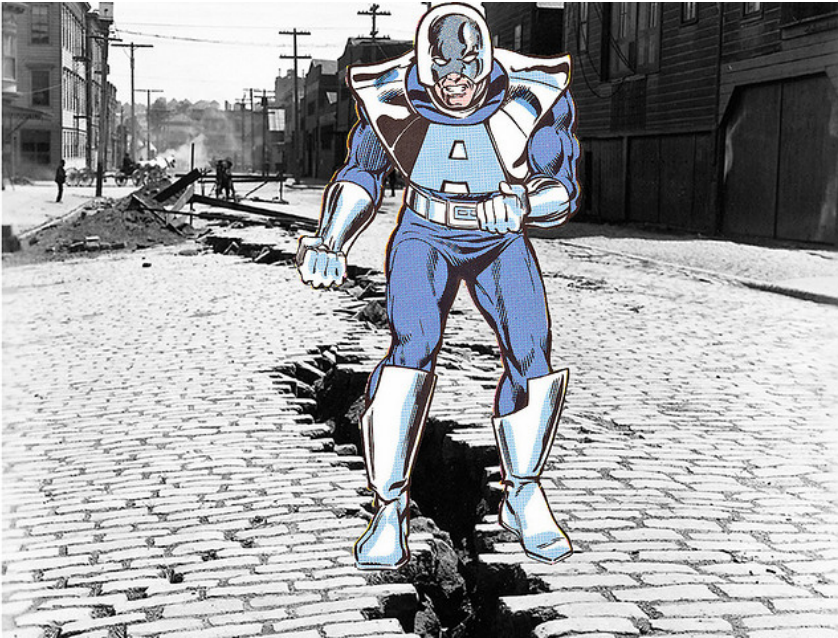
Affiliated email account accessible by the dean, admin asst. and archivists

- Allowed drag and drop functionality
- Allowed us to develop preservation and access strategies for resulting MBOX files

Title	Pilot start	Pilot end	Number of messages
Vice President for Governmental Relations	Apr. 2010	Dec. 2011	235
Associate Vice President for Research Cyberinfrastructure	Mar. 2011	Dec. 2011	4
Assistant Dean Architecture and Urban Planning	Apr. 2010	Oct. 2011	68
Director of the Residential College	Feb. 2011	Dec. 2011	2495
Vice Provost for Academic Information	Jul. 2010	Dec. 2011	105
Assistant Vice Provost for Academic Information	Jul. 2010	Dec. 2011	102
Director, Bentley Library	Apr. 2010	Dec. 2011	105
Provost staff	Jul. 2010	Dec. 2011	42
Professor 1	Jul. 2010	Dec. 2011	13
Professor 2	Aug. 2010	Dec. 2011	0
Professor 3	Jul. 2010	Dec. 2011	2
Total messages:			3,171

MEDIAN = 68 messages over 18 months

Ground had shifted under our feet



During the term of our grant
Jan. 2010-Dec. 2011

- Massive reorganization of campus IT to a more centralized model
- Decision to move to cloud-based email services
- Selection of Google as vendor
- Gmail transition complete

For further reading

Two campus case studies on the SAA website

<http://www2.archivists.org/publications/epubs/Campus-Case-Studies>

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