

Archiving Email Symposium

Co-hosted by the Library of Congress and the National Archives and Records Administration

Tuesday, June 2, 2015

Library of Congress, 101 Independence Avenue SE, Washington, DC
Montpelier Room, LM-619 (6th floor, James Madison Building)

Wi-fi Network: Open, must connect to “LOGGUEST”

Twitter hashtag: #ArchEmail

Time	Agenda Items
8:30-9:00	Registration and packet pick-up
9:00-9:30	Welcoming Remarks
Mark Sweeney, Associate Librarian for Library Services, Library of Congress Paul Wester, Chief Records Officer of the US Government, National Archives and Records Administration	
9:30-10:30	Technical Perspective
Institutional Approaches to Processing and Archiving Email In the past few years, various tools, services and archiving software products have emerged that process, analyze and visualize email collections. We may generally know what technical issues we all face, from identifying file formats, especially legacy formats, for messages and attachments to migration choices, but what’s unclear is: how are institutions approaching their decision-making to select the appropriate tools or services that best serve their needs? In this topic track, presenters will touch on the reasons and approaches for the normalization of email archives (or the consideration when to normalize), strategies for PII and other redaction needs, tools for providing patron access, repository needs, especially ingest, and workflow selections for implementing their technical email archiving solutions. <i>Presenters:</i> <ul style="list-style-type: none">• Ricc Ferrante, Information Technology Archivist and Director of Digital Services, and Lynda Schmitz Fuhrig, Electronic Records Archivist, Smithsonian Institution Archives• Jaime Schumacher, Director of Scholarly Communications, University Libraries, Northern Illinois University, and co-PI, Digital POWRR Project• Kathy Jordan, Digital Initiatives and Web Services Manager, Library of Virginia	
10:30-11:00	Break

11:00-12:00	Archival Perspective
<p>Practical Approaches to Accessioning and Processing Email <i>What are the main challenges of email archiving that make it different from other types of digital data? What are the roles of the donor, archivist, and technologist in acquiring and accessioning email records in archival collections?</i> Archivists in the federal, state and cultural heritage communities face these and other questions when acquiring collections containing email. In this “boots on the ground” topic track, archivists will present lessons learned, including real life challenges and successes stories, to help participants understand how policies and decision-making practices were applied to accessioning and processing email archives.</p> <ul style="list-style-type: none"> • Roger Christman, Senior State Records Archivist, Library of Virginia • Aprille Cooke McKay, Lead Archivist for University Collections Development, University of Michigan • Dorothy Waugh, Digital Archives Project Archivist, Emory University 	
12:00-1:15	Lunch on your own
1:15-2:15	Records Management Perspective
<p>Challenges of “Email as a Record” Recordkeeping challenges posed by email, such as technological barriers, legal mandates and retention periods, are among the largest problems for records managers and archivists in today’s electronic document driven world. Gaining intellectual and physical control over email archives so that they can be maintained appropriately, determining the value of individual records when the by nature email messages are often transitory and poorly organized, and determining their value for research and re-use are important criteria in defining records management workflows and policies. Presenters in this topic track will explore the current Federal sector, state government and academic landscape in accessing and scheduling email as a record.</p> <p><i>Presenters:</i></p> <ul style="list-style-type: none"> • Lisa Haralampus, Director, Federal Records Management Policy, Office of the Chief Records Officer for the U.S. Government - Capstone approach • Deborah Armentrout, Agency Records Officer, Nuclear Regulatory Commission • Jeanette Plante, Director, Office of Records Management Policy, Department of Justice • Edwin McCeney, Departmental Records Officer, Department of the Interior 	

2:15-3:15	Policy and Guidelines Development Perspective
<p>Policy Development for Archiving Email: (Federal and non-Federal) Institutional Perspectives From very large scale email ecosystems to special collections of email archives, the challenges faced in dealing with the transfer, description, preservation, and access issues ultimately start with defining institutional policies and how to translate that understanding of those policies to manage email archives. This topic track will explore a cross-pollination of perspectives of how private, public and state government institutions are managing email to not only maximize long-term research value but also to comply with technical, legal, access and intellectual policy issues in processing email archives.</p> <p><i>Presenters:</i></p> <ul style="list-style-type: none"> • David Kirsch, Associate Professor, Robert H. Smith School of Business, and Jyothi Vinjumur, PhD student, University of Maryland "Archiving and Accessing Email from Failed Companies" • Anthony Cocciolo, Ed.D., Associate Professor, Pratt Institute, School of Information and Library Science "Building Email Archives in an Art Museum Context: Policy and Appraisal Implications" • Kenneth Hawkins, Ph.D, Digital Preservation Division, National Archives and Records Administration "Archiving Email under the Presidential Records Act" • Library of Congress approaches "5 minute lightning talks" : Kathleen O'Neill and Margaret McAleer, Manuscripts Division; and Christopher Hartten, Music Division 	
3:15-3:45	Break
3:45-4:30	<p>Closing Speaker and Wrap-up Chris Prom, Assistant University Archivist and Assistant Professor of Library Administration, University of Illinois Urbana-Champaign</p>