

EMAIL PRESERVATION TOOLS

SERI Educational Webinar
Tuesday, May 13, 2014
2:00 pm Eastern



QUICK WEBEX TUTORIAL

- Use the Chat box to interact with the host, panelists, and attendees
 - Select “All Participants” from the drop-down box to chat with EVERYONE

- Use the Q&A box to ask questions

- Click the “View all attendees...” link below your name to see a complete list of attendees

- If you’d like to speak, raise your hand and the host will unmute you

ACKNOWLEDGEMENTS

This project is made possible by a grant from:



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KAINE EMAIL PROJECT @ LVA

Providing Access to Born-Electronic Government Records

Susan Gray E. Page
Digital Archives Coordinator

110,956 AND COUNTING

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Search | Results | Previous Searches | e-Shelf

[Collections](#) > [State Archives Collections](#) > [Timothy M. Kaine Administration \(2006-2010\) Emails](#)

Timothy M. Kaine Administration (2006-2010) Emails



Visit www.virginiamemory.com/collections/kaine for project background and helpful search tips! [More...](#)

[All Emails from Kaine Administration](#) (110956)

[More...](#)

TRANSPARENCY ABOUT TRANSPARENCY

Virginia Memory: Kaine Email Project @ LVA - Mozilla Firefox

File Edit View History Bookmarks Tools Help

www.virginiamemory.com/collections/kaine/

virginiamemory LIBRARY OF VIRGINIA

DIGITAL COLLECTIONS READING ROOM EXHIBITIONS ONLINE CLASSROOM ABOUT VIRGINIA MEMORY

HOME » 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](#)

Library of Virginia | Find It Virginia | Get Involved | Contact Us © 2014 | Site Search | Site Index | Version 1.0.0

5 MAJOR STEPS TO PUTTING 110,956 EMAILS ONLINE

1. Records management
2. Archival processing
3. Technical processing
4. Public access
5. Public launch

1. RECORDS MANAGEMENT

It's all about building relationships.

2. ARCHIVAL PROCESSING

Yes, we are item-level processing 1.3 million email records.

Yes, we might be crazy.

PRIVACY CONSIDERATIONS =



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While great care has been taken during the processing of this collection to locate, identify, and restrict access to privacy-protected information within this collection, some relevant materials may have been missed. The Virginia Freedom of Information Act (Code of Virginia, §2.2-3705.5) and the Virginia Public Records Act (Code of Virginia, §42.1-78) establish guidelines for restricting access to privacy-protected information. Privacy-protected records include, but are not limited to, certain educational, medical, financial, criminal, attorney-client, and personnel records. Privacy-protected information is considered confidential and is restricted from public access for 75 years following the date of record creation. In accordance with this legislation, the Library of Virginia can and will restrict, in whole or in part, access to records containing privacy-protected information.

By logging in and accessing this collection, the user agrees:

- That if privacy-protected information is discovered during use of this material to make no notes or other recordation of the confidential information.
- Not to publish, publicize, or disclose any confidential material to any other party for any purpose.
- That no direct or indirect contact will be made with the individuals to whom the confidential information relates.
- To contact the Library of Virginia at archdesk@lva.virginia.gov to report any confidential information found.

Improper disclosure of privacy-protected information is a breach of confidentiality that could result in the loss of access to the archival collections housed and maintained by Library of Virginia, and could result in legal penalties (*Code of Virginia*, §18.2-186.3).

Name: LVA
Password: LVA

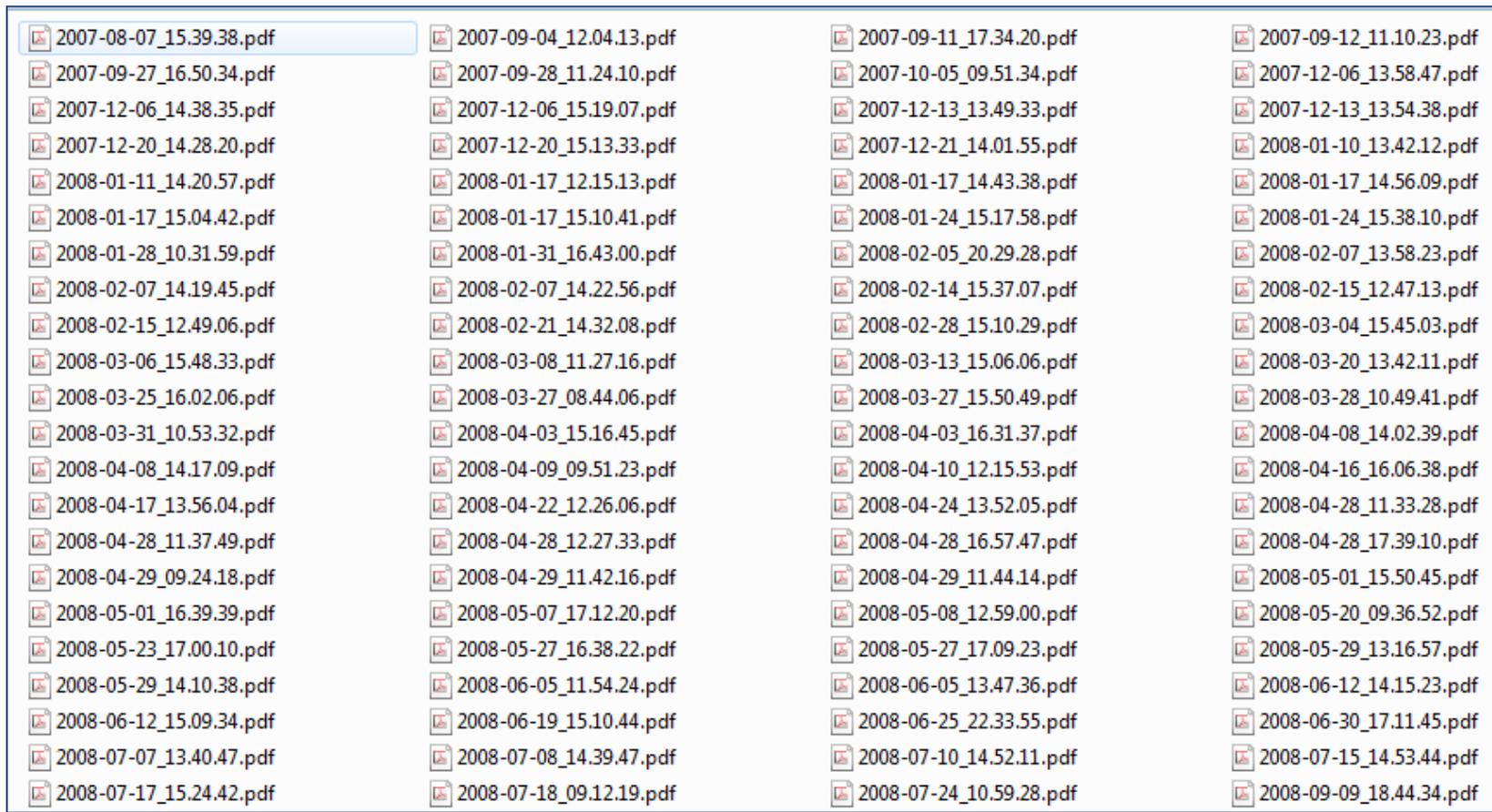
Login is required only once during each session.

3. TECHNICAL PROCESSING

Cheap tools for converting PSTs to PDFs:

- PST Viewer Pro (\$69.99)
- Total Outlook Converter (\$49.90)

WE TURNED PST FILES INTO LOTS OF THESE:



THAT LOOK LIKE THIS TO THE END USER:

The screenshot displays the ExLibris DigiTool interface for a digital file. The title bar reads "ExLibris DigiTool - Resource Discovery" with "Close Help Send Save" buttons on the right. Below the title bar, there are "Metadata options:" and a PDF icon. The main content area shows the following metadata:

Title:	295 pavement
Creator:	Homer, Pierce (From:)
Format:	PDF
Source:	GOVPOLLibV2.pst
Rights:	RIGHTS NOTE: Users are required to login in order to view digital files of the Kaine Email collection. Login is required only once during each active session. Please select Login at the top right of this screen for more information.
Abstract:	Re: 295 pavement
Date Issued:	2009-02-28 11:10
Extent:	3 KB
Relation Is Part Of:	Email Records from the Office of the Governor (Kaine: 2006-2010)
Relation Is Format Of:	PST
Bibliographic Citation:	[email title], [date/time issued], [source], Email Records from the Office of the Governor (Kaine: 2006-2010), Library of Virginia, Richmond, VA.

Below the metadata is a toolbar with various icons for document actions (print, save, etc.), navigation (back, forward), and zoom (1 / 1, 98.3%). To the right of the toolbar are buttons for "Tools", "Sign", and "Comment".

The main viewing area shows the email content:

From: Homer, Pierce
Sent time: Saturday, February 28, 2009 11:10:59 AM
To: Reese, Barbara
Subject: Re: 295 pavement

Probably can't do it and bridges.

4. PUBLIC ACCESS

It's not Gmail, but it's the best we can do right now.

CLOSEST WE COULD GET TO AN “INBOX” VIEW:

Collections > State Archives Collections > Timothy M. Kaine Administration (2006-2010) Emails > Kaine, Timothy M.

Search 'W-Source= tkaine pst OR W-Source= kaineibtkaine pst OR W-Source= tkaine59404639 pst' in 'Admin Unit ARC01' Collection [Sorted by: Date]

Brief view **Table view** Full view

Records 1- 20 of 3528

Sort by: Date

Title	Creator	Date	pid	Subject	Parent	Object
1 ARRA Private Projects	Kaine, Tim (From:)	2010-01-15 09:47	335104			
2 [no title]	Kaine, Tim (From:)	2010-01-13 12:20	335103			
3 [no title]	Kaine, Tim (From:)	2010-01-13 12:17	335102			
4 [no title]	Kaine, Tim (From:)	2010-01-13 11:36	335101			
5 Latest draft	Kaine, Tim (From:)	2010-01-13 10:59	335100			
6 Letter from Hancock Timber Resource Group	Kaine, Tim (From:)	2010-01-13 09:54	335099			
7 [no title]	Kaine, Tim (From:)	2010-01-13 09:48	335098			
8 Thank You	Kaine, Tim (From:)	2010-01-12 17:05	335097			
9 land conservation statistics	Kaine, Tim (From:)	2010-01-12 15:51	335096			
10 [no title]	Kaine, Tim (From:)	2010-01-12 15:00	335095			
11 [no title]	Kaine, Tim (From:)	2010-01-12 14:06	335094			
12 land conservation statistics	Kaine, Tim (From:)	2010-01-12 10:32	335093			
13 State of the Commonwealth - land conservation	Kaine, Tim (From:)	2010-01-08 17:08	335092			
14 Danville coverage	Kaine, Tim (From:)	2010-01-08 11:52	335091			
15 400,000-acre goal — SUCCESS	Kaine, Tim (From:)	2010-01-08 11:50	335090			
16 Restoration of Rights Response Letter	Kaine, Tim (From:)	2010-01-05 20:56	335089			
17 Alternative Student Loan Proposal	Kaine, Tim (From:)	2010-01-05 19:44	335088			
18 Invitation	Kaine, Tim (From:)	2010-01-05 13:00	335087			
19 Peter Thompson	Kaine, Tim (From:)	2010-01-04 16:42	335086			
20 Preston Bryant	Kaine, Tim (From:)	2010-01-04 15:42	335085			

Library of Virginia :: 800 East Broad Street :: Richmond, Virginia 23219-8000 :: [Contact Us](#)

EDUCATING OUR USERS (AND OURSELVES) ON HOW TO USE OUR SEARCH SYSTEM:



Digital Collections Search Tips

SEARCH, BROWSE, REFINE

There are many, many ways users can access the Library of Virginia's digital collections. The Kaine Email Collection is especially large. It is also full-text searchable, which can greatly enhance access but can also overwhelm users with thousands of results.

This Tip Sheet explains at a high-level several access points to the Kaine emails.

From the main search page, users can search across all of the Library's collections or narrow searching to high-level collections, as seen here:

Search | Results | Previous Searches | e-Shelf

Simple Search | **Advanced Search**

Users can search across all of the Library's digital collections, including Prints & Photos, Maps, County and City Records, Civil War materials, Government Docs....you get the idea.

Select collection:

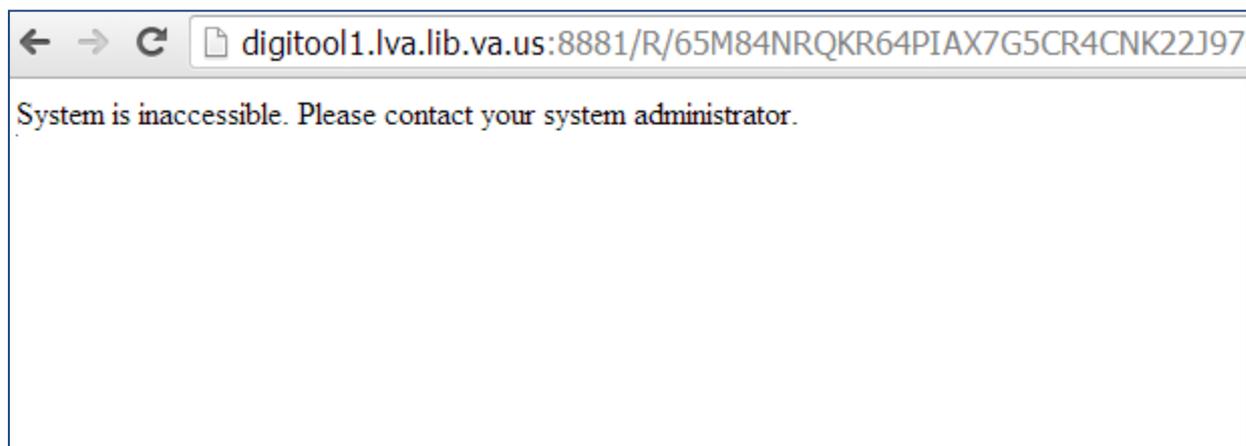
A word or phrase:

Contains Exact Starts With

5. PUBLIC LAUNCH

Stress tests and blog posts and tweets, oh my!

OOPS.



BUILDING ON A SUCCESSFUL PLATFORM



Previous post: [« The Women of Smithfield »](#)

Next post: [Kaine Email Project @ LVA – Transportation Edition »](#)

KAINE EMAIL PROJECT @ LVA – BUDGET EDITION

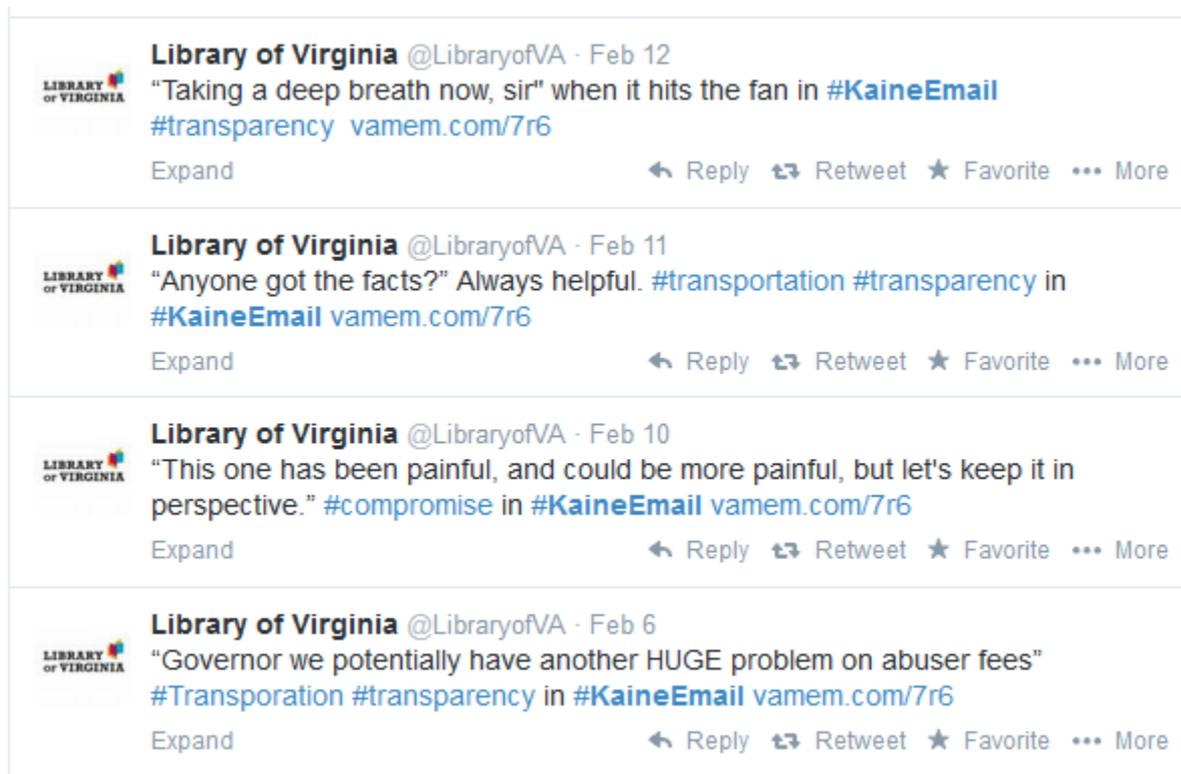
27 January 2014



This is the first in a series of posts spotlighting recently released [email from Governor Tim Kaine's administration \(2006-2010\)](#). These posts are not meant to be comprehensive but to encourage further exploration in the Kaine administration records (electronic and paper).

Governor Kaine took office shortly before the beginning of the "Great Recession," the worst economic downturn since the Great Depression of the 1930s. From 2007 to the end of his administration in January 2010, Kaine cut nearly \$5 billion in state spending in order to balance the budget without raising taxes. This week's post focuses on the budget development process, budget cuts, and what might have happened if Virginia did not have a budget by 1 July 2006.

...AND TRYING OUT A NEW ONE AS WELL



The screenshot displays four tweets from the Library of Virginia (@LibraryofVA) dated between February 6 and February 12. Each tweet includes the library's logo, the text of the tweet, and interaction options like Reply, Retweet, Favorite, and More. The tweets discuss the #KaineEmail controversy, mentioning terms like 'transparency', 'transportation', and 'abuser fees'.

Library of Virginia @LibraryofVA · Feb 12
"Taking a deep breath now, sir" when it hits the fan in [#KaineEmail](#)
[#transparency](#) [vamem.com/7r6](#)
Expand Reply Retweet Favorite More

Library of Virginia @LibraryofVA · Feb 11
"Anyone got the facts?" Always helpful. [#transportation](#) [#transparency](#) in
[#KaineEmail](#) [vamem.com/7r6](#)
Expand Reply Retweet Favorite More

Library of Virginia @LibraryofVA · Feb 10
"This one has been painful, and could be more painful, but let's keep it in
perspective." [#compromise](#) in [#KaineEmail](#) [vamem.com/7r6](#)
Expand Reply Retweet Favorite More

Library of Virginia @LibraryofVA · Feb 6
"Governor we potentially have another HUGE problem on abuser fees"
[#Transporation](#) [#transparency](#) in [#KaineEmail](#) [vamem.com/7r6](#)
Expand Reply Retweet Favorite More

IN THE NEWS!

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.



Daily Press

[Kaine emails detail 2006 plan to avoid budget shutdown](#)

By Dave Ress

When the General Assembly last locked itself into a budget impasse, coming within days of missing its July 1 budget deadline, then Gov. Tim Kaine worked quietly to line up emergency loans and order emergency spending to keep all the key functions of state government running, email records in the Library of Virginia show...

Daily Press

Style Weekly

[Kaine's Terabyte of E-Mail Data Reveals Little Dirt and Office Politics](#)

By Tom Nash

The Library of Virginia long has collected the records left behind by governors. Its first batch, from Patrick Henry, came on parchment. Gov. Tim Kaine, in office from 2002-2006, left behind a terabyte — including 229 email inboxes containing 1.3 million emails. Want a peek? The library recently released 66,000 of the emails online...

STYLE
WEEKLY

www.virginiamemory.com/collections/kaine

Susan Gray E. Page
Digital Archives Coordinator
SusanGray.Page@lva.virginia.gov

GMAIL: HARVESTING & INGESTING EXECUTIVE DIRECTOR DATA

Elizabeth Perkes
Utah State Archives

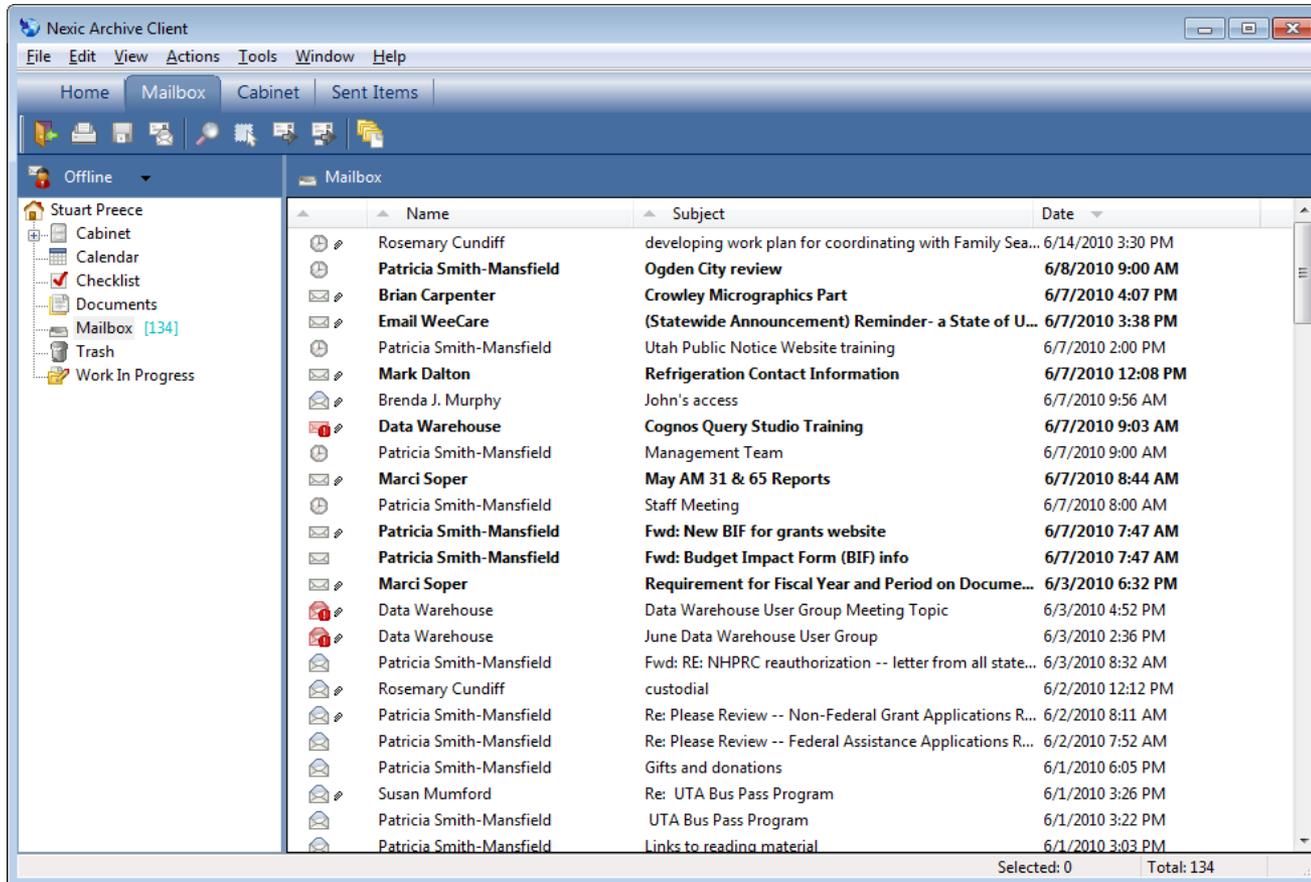
GroupWise

- For 20 years, Utah used GroupWise as its enterprise email system
- GroupWise export options were:
 - Individual emails, saved as text or .eml
 - Whole accounts, saved as XML, accessible via Nexic client
- Limited searching options, bulk exports done on the backend by IT
 - Public records requests very time-intensive, and expensive

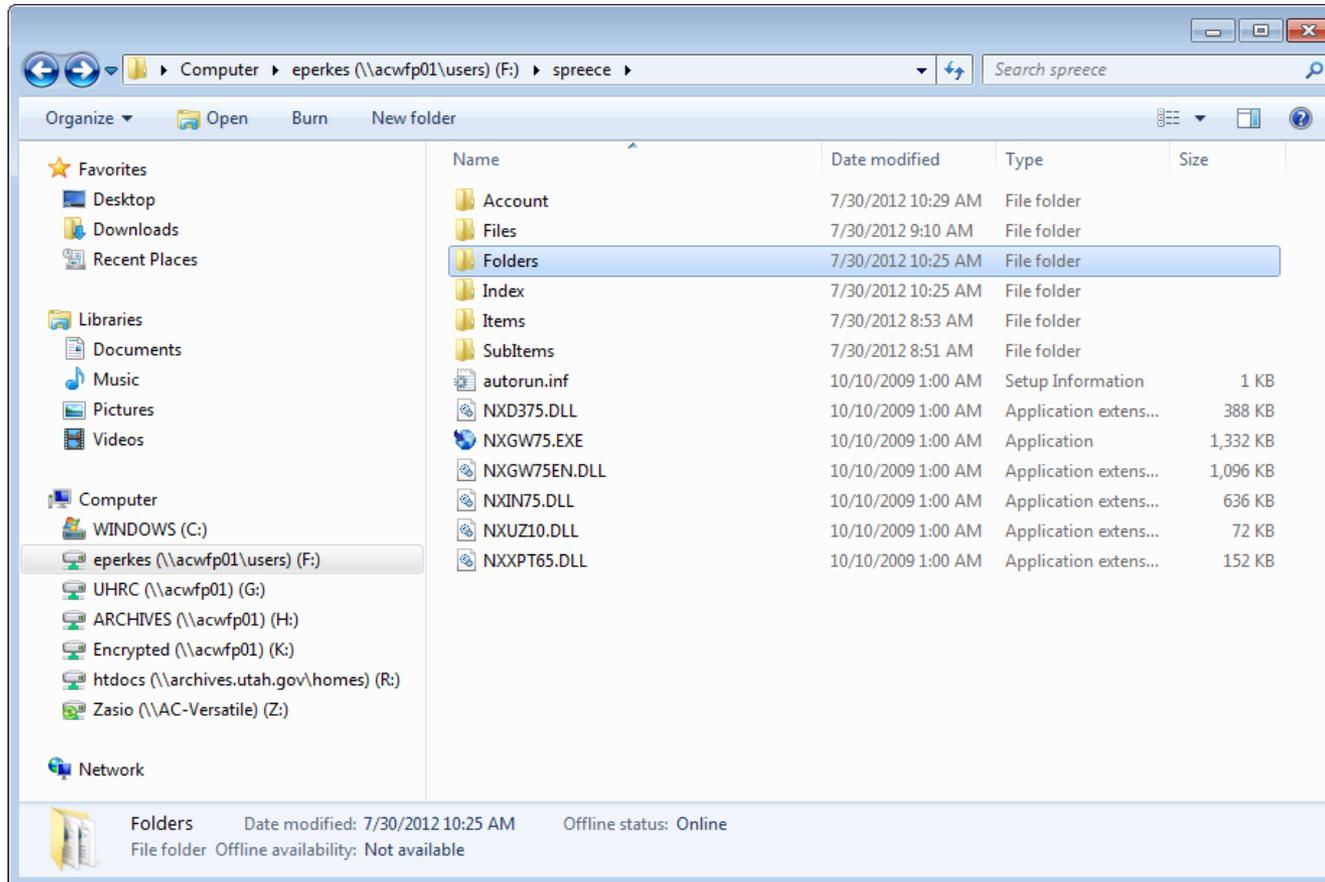
GroupWise

- Archives has email from two accounts for people who left prior to Gmail conversion:
 - Budget officer of Archives
 - A few dozen emails
 - Former state CIO who left after a data breach
 - Tens of thousands of emails
- Nexic data not very well self-described
 - Relies on local executable that isn't being updated with OS changes
 - Folders not named in meaningful way, unknown XML structure
 - Client is user-friendly

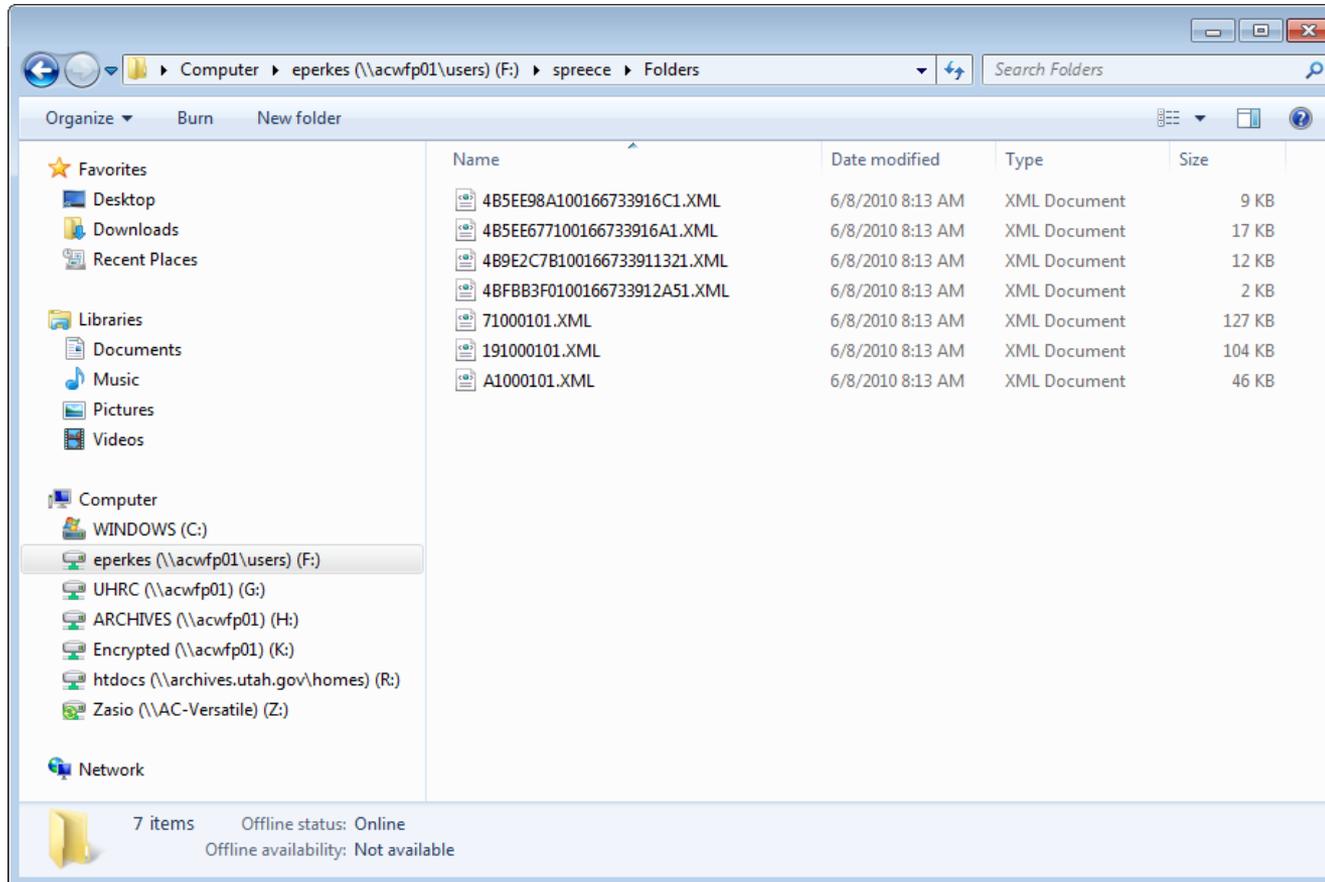
NEXIC CLIENT



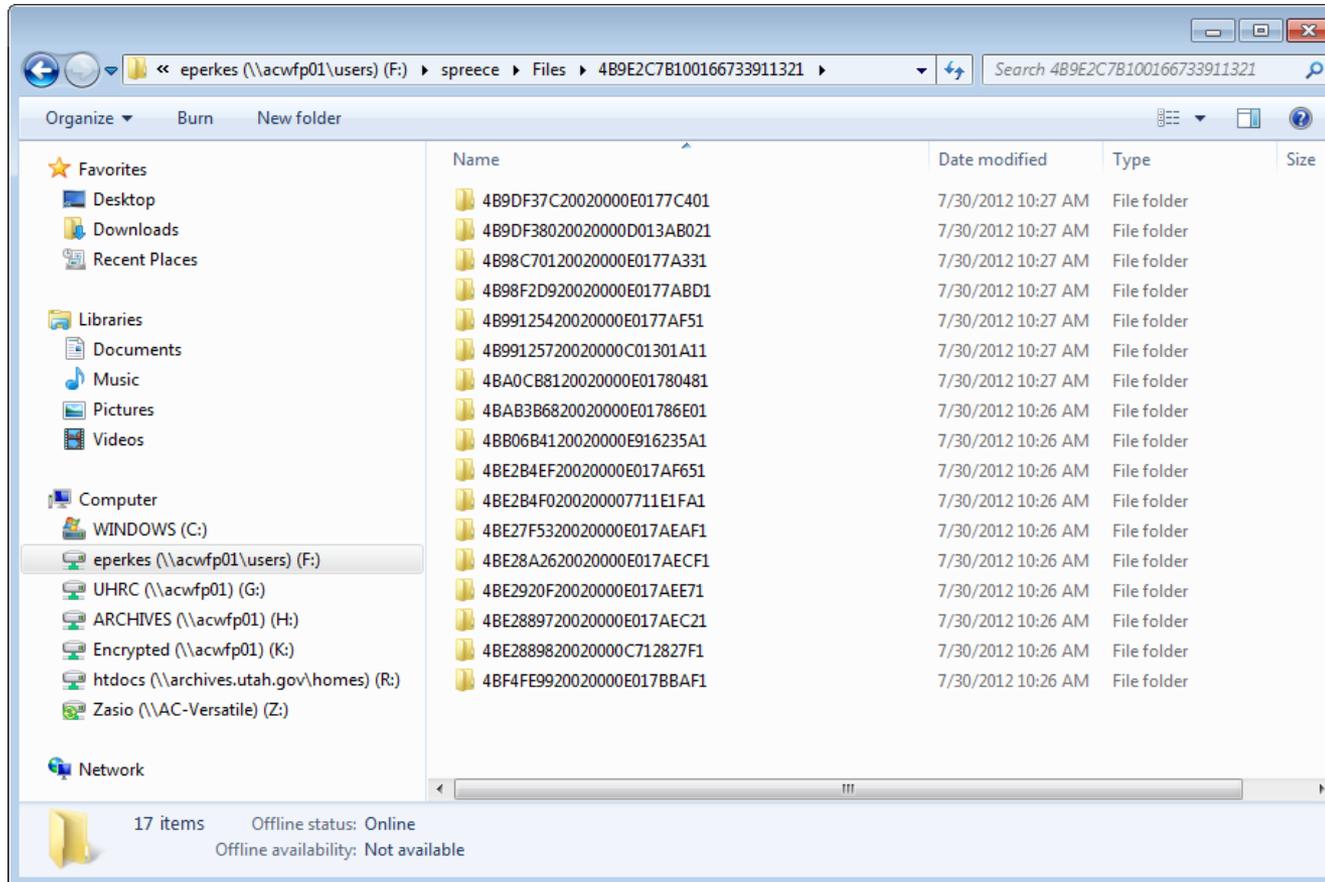
NEXIC BACK END



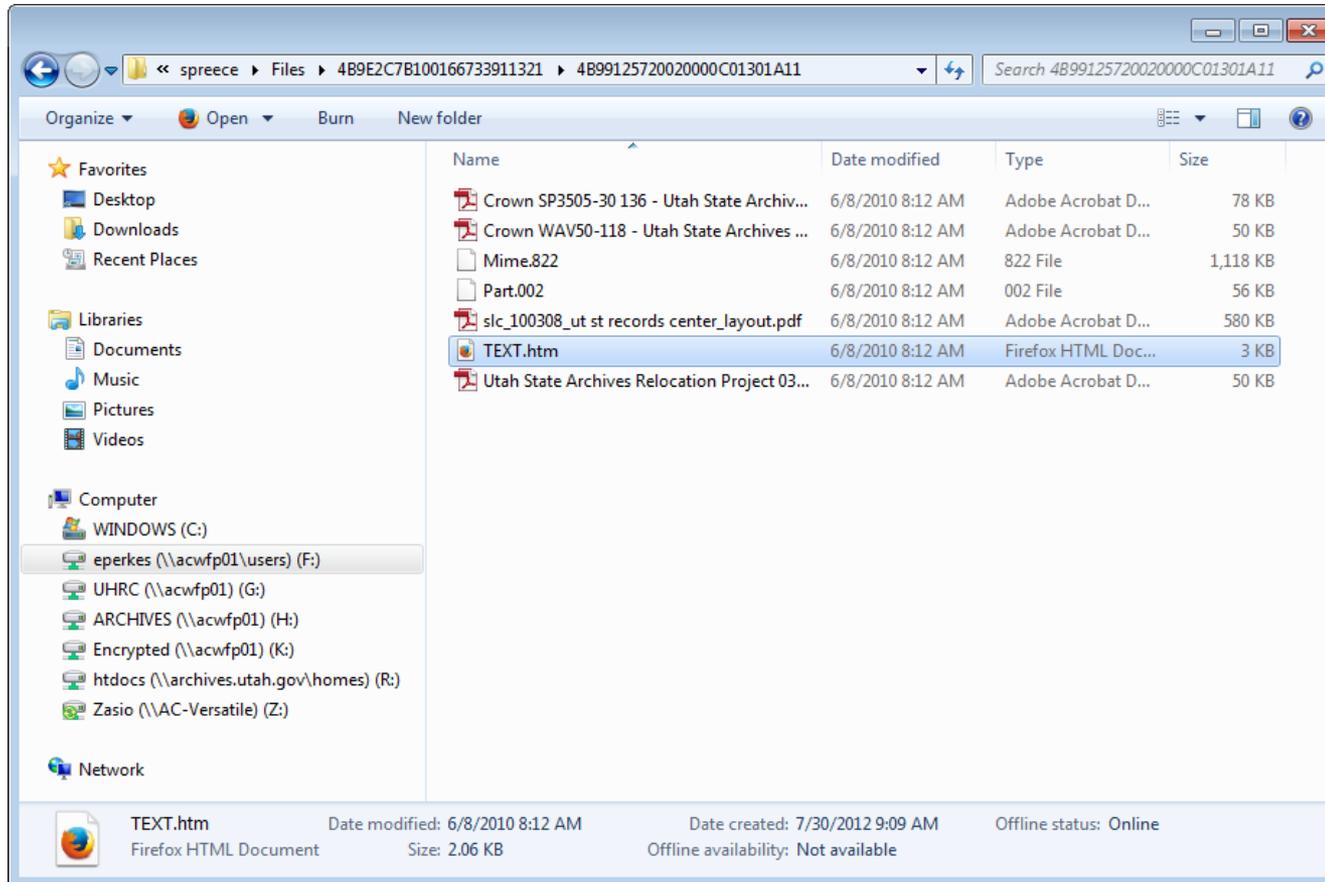
NEXIC BACK END



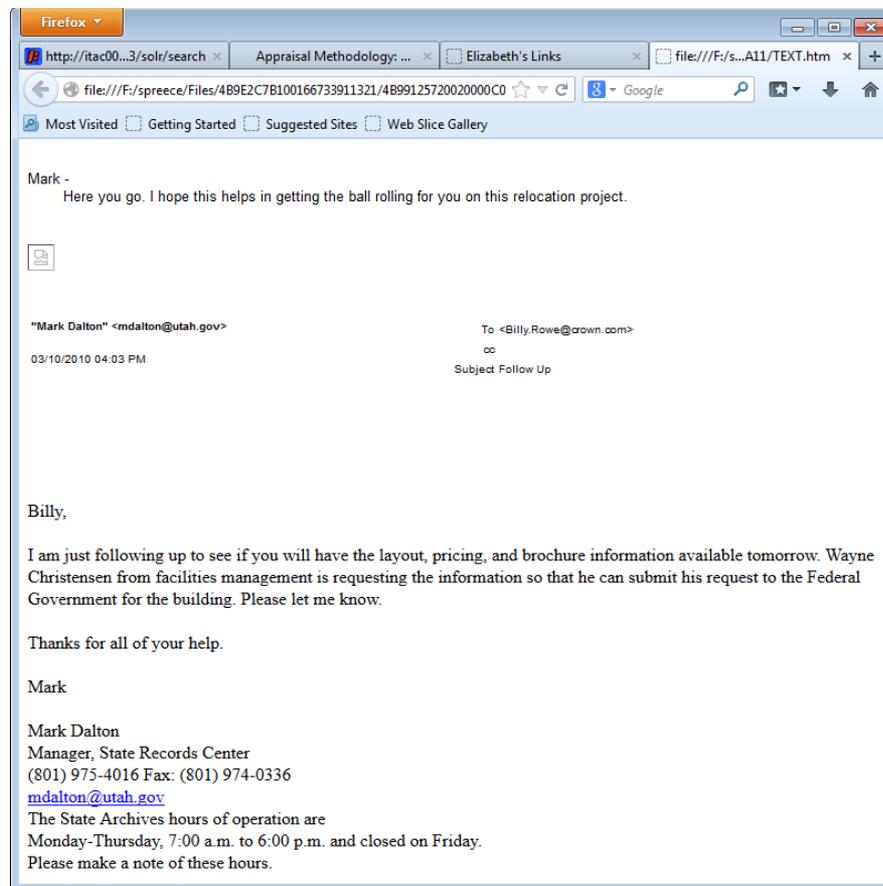
NEXIC BACK END



NEXIC BACK END



NEXIC BACK END



GMAIL

In 2012, Utah transitioned to Gmail

- Funding for this change was available as it impacted databases integrated with email
- Archives was able to connect to the Gmail API with its AXAEM system
 - Used this feature to send emails from an existing Gmail account via the AXAEM interface, impacting:
 - Records officer online training/certification
 - Patron requests for records, ordering boxes from storage

GMAIL

Apple Valley, UT

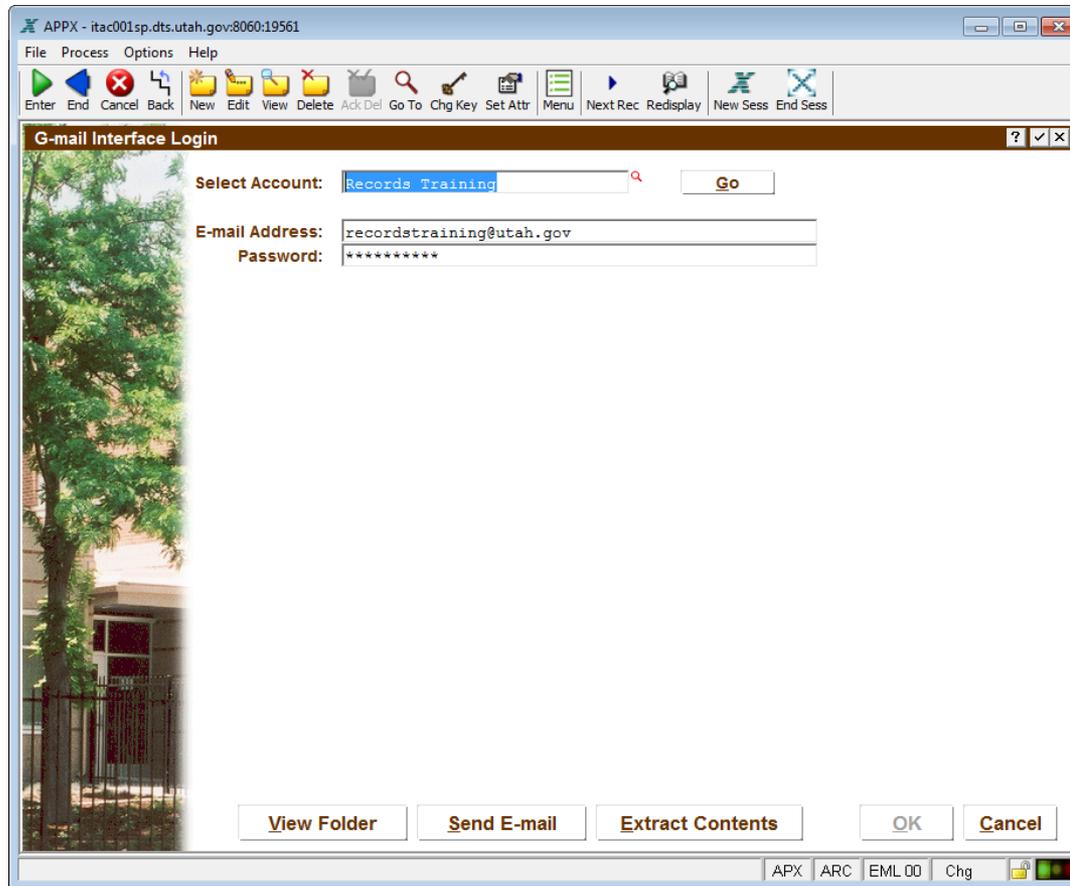
- Used Gmail
- ISP sold their domain name, no access to email
- Called Archives for help
- Archives asked APPX how to download this email
- APPX created simple interface using existing Gmail API
- Interface now used regularly:
 - By Archives, to harvest executive director data
 - By DTS, to respond to litigation and security investigations; or agencies answering public records requests
 - By agencies, because they want an easy way to move data offline, especially those leaving state employment, or share data with third parties

GMAIL

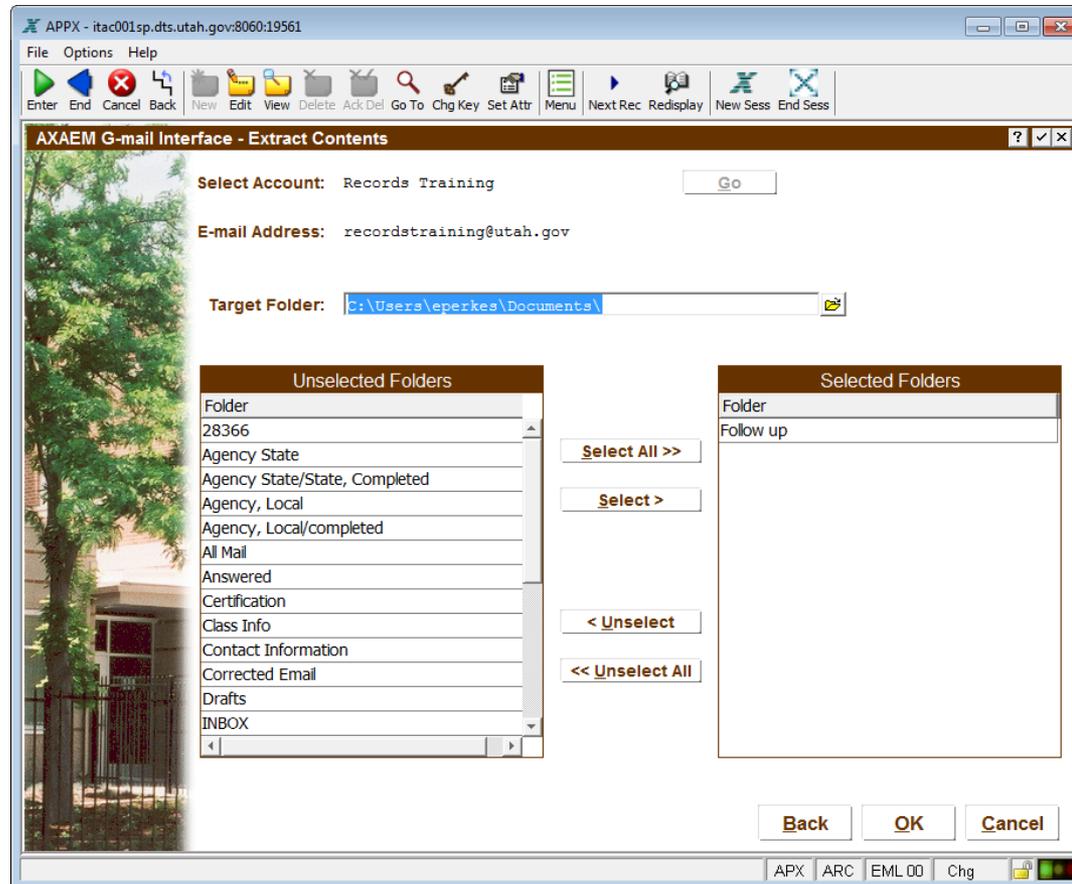
- Multiple labels can be assigned to the same email, different from concept of “folders”
 - Search email in Gmail using advanced search
 - Select hits
 - Apply a label to the hits

- Log into AXAEM
 - Provide Gmail account name and password
 - Click “Extract Contents”
 - Indicate location where email is to be saved
 - Select labels whose contents you want to export
 - Click “OK”

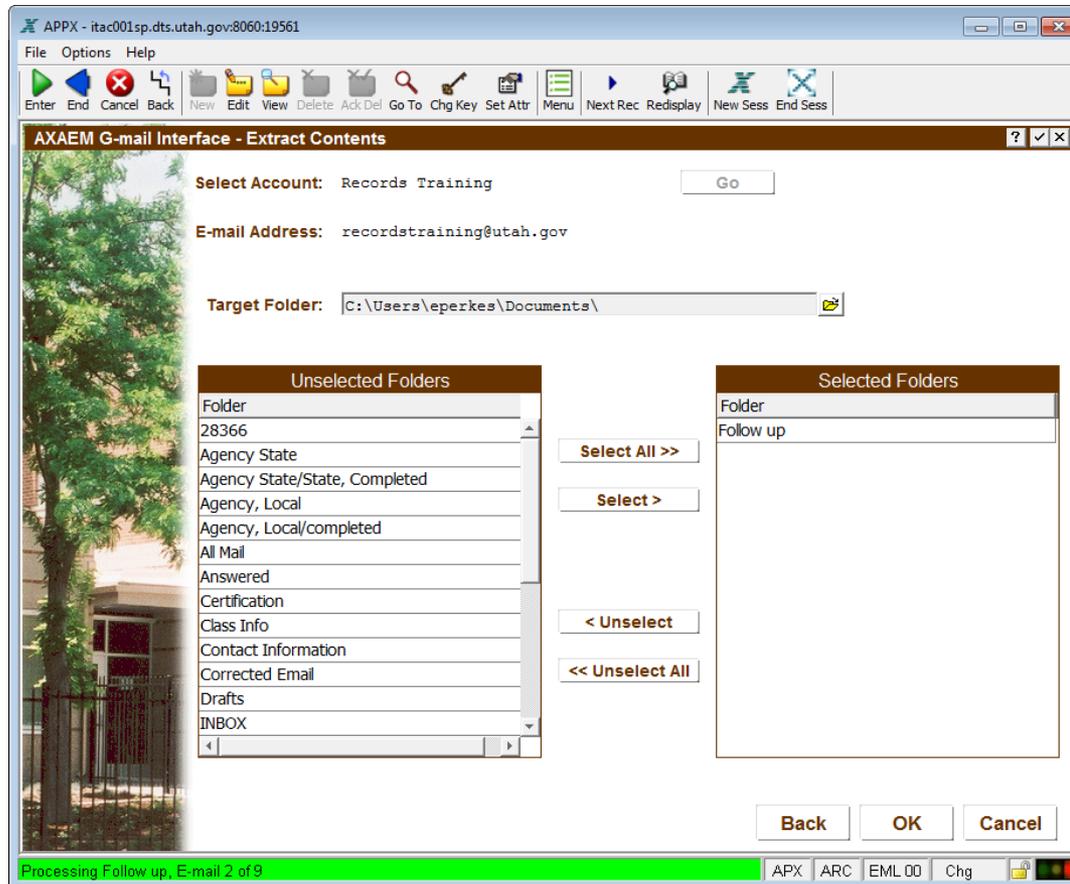
GMAIL



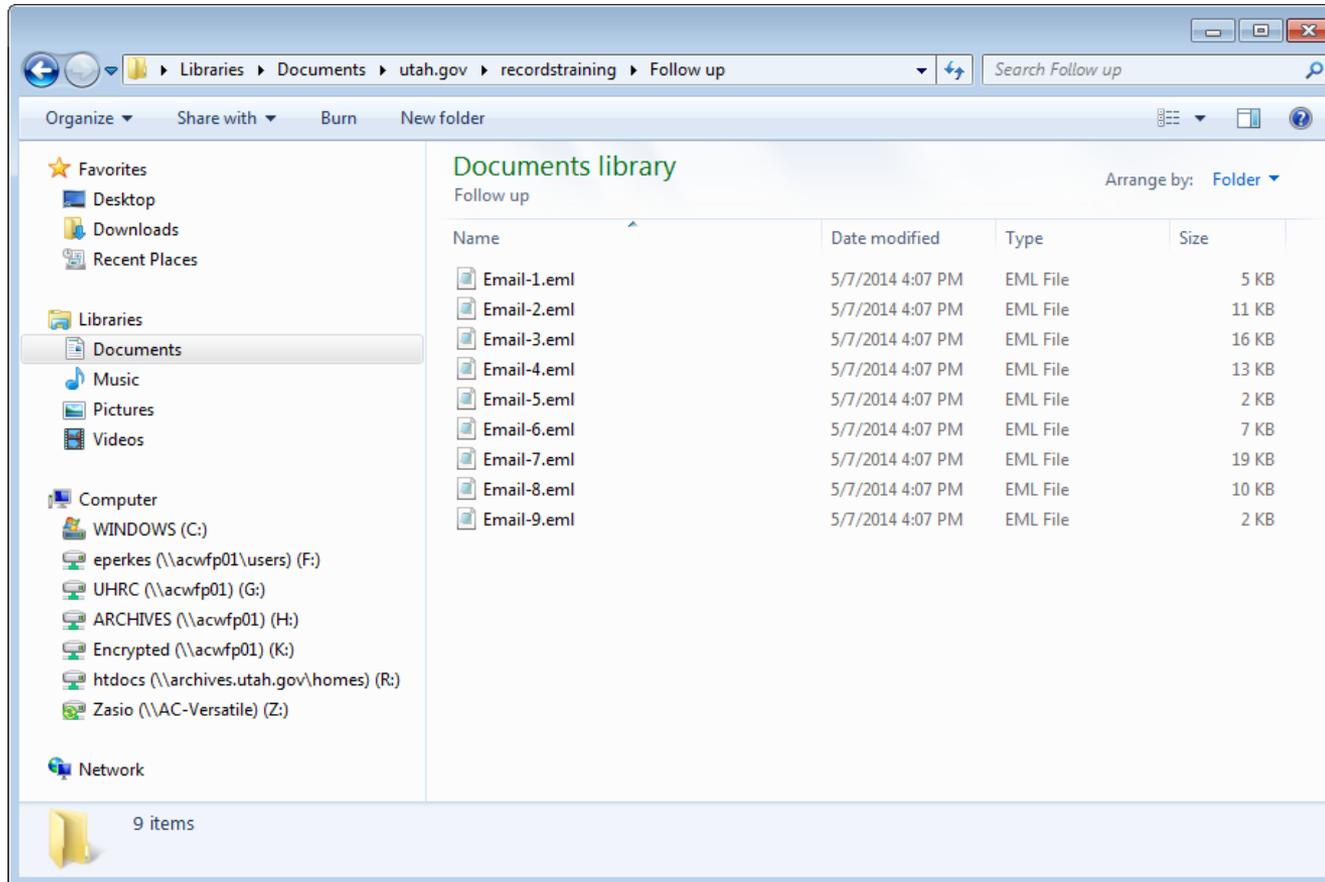
GMAIL



GMAIL



GMAIL



GMAIL

```

Email-7.eml - Notepad
File Edit Format View Help
Delivered-To: recordstraining@utah.gov
Received: by 10.224.170.197 with SMTP id e5csp34481qaz;
Tue, 7 May 2013 15:25:13 -0700 (PDT)
X-Received: by 10.66.251.39 with SMTP id zh7mr5083657pac.62.1367965512573;
Tue, 07 May 2013 15:25:12 -0700 (PDT)
Return-Path: <richmondcity@richmond-utah.com>
Received: from psmtpl.com ([74.125.149.54])
by mx.google.com with SMTP id uhsisi20022061pab.152.2013.05.07.15.25.11
for <recordstraining@utah.gov>
(version=TLSv1 cipher=RC4-SHA bits=128/128);
Tue, 07 May 2013 15:25:12 -0700 (PDT)
Received-SPF: pass (google.com: best guess record for domain of richmondcity@richmond-utah.com designates
68.169.33.227 as permitted sender) client-ip=68.169.33.227;
Authentication-Results: mx.google.com;
spf=pass (google.com: best guess record for domain of richmondcity@richmond-utah.com designates
68.169.33.227 as permitted sender) smtp.mail=richmondcity@richmond-utah.com
Received: from richmond-utah.com ([68.169.33.227]) (using TLSv1) by na3sys009amx214.postini.com ([74.125.148.10])
with SMTP;
Tue, 07 May 2013 22:25:11 GMT
Received: from 50-79-67-102-static.hfc.comcastbusiness.net ([50.79.67.102]:55132 helo=ManagerPC)
by s1-507-13.slc.westdc.net with esmtpl (Exim 4.80)
(envelope-from <richmondcity@richmond-utah.com>)
id 1UZqJq-001dNQ-Do
For recordstraining@utah.gov; Tue, 07 May 2013 16:25:10 -0600
From: "Marlowe Adkins" <richmondcity@richmond-utah.com>
To: "Recordstraining Das" <recordstraining@utah.gov>
References: <72550156.2.1367862667427.JavaMail.ac1fo@itac001sp> <005c01ce4a935f5e00d501fa027f05@com>
<CAEYlBec1EFegreKK3_MTXkaJTVQ++x3Vgcu7j+Qm=wNzEfsxyQ@mail.gmail.com>
<008c01ce4ab95d9bfa2058d3cee605@com>
<CAEYlBec1EFegreKK3_MTXkaJTVQ++x3Vgcu7j+Qm=wNzEfsxyQ@mail.gmail.com>
In-Reply-To: <CAEYlBec1EFegreKK3_MTXkaJTVQ++x3Vgcu7j+Qm=wNzEfsxyQ@mail.gmail.com>
Subject: RE: Records Officer Certification
Date: Tue, 7 May 2013 16:25:06 -0600
Message-ID: <007c01ce4b715ba76ab5052f6401f05@com>
MIME-Version: 1.0
Content-Type: multipart/alternative;
boundary="-----NextPart_000_007D_01CE4B3F.6FDC3B50"
X-Mailer: Microsoft Office Outlook 12.0
Thread-Index: AcSLCRZtXdcBWyMJQuo/UNCnKay4TAAAFP8g
Content-Language: en-us
X-AntiAbuse: This header was added to track abuse, please include it with any abuse report
X-AntiAbuse: Primary Hostname - s1-507-13.slc.westdc.net
X-AntiAbuse: Original Domain - utah.gov
X-AntiAbuse: Originator/Caller UID/GID - [47 12] / [47 12]
X-AntiAbuse: Sender Address Domain - richmond-utah.com
X-Get-Message-Sender-Via: s1-507-13.slc.westdc.net: authenticated_id: richmondcity@richmond-utah.com
X-Source:
X-Source-Args:
X-Source-Dir:
X-pstn-neptune: 0/0/0.00/0
X-pstn-levels: (S:99.90000/99.90000 CV:99.9000 FC:95.5390 LC:95.5390 R:95.9108 P:95.9108 M:96.8796 C:99.7951 )
X-pstn-dkim: 0 Skipped: not-enabled
X-pstn-settings: 3 (1.0000:1.0000) s cv qt4 qt3 gt2 gt1 r p m c
X-pstn-addresses: from <richmondcity@richmond-utah.com> [db-null]

```

GMAIL

APPX - itac001sp.dts.utah.gov:8060:19561

File Process Options Help

Enter End Cancel Back New Edit View Delete Ack Del Go To Chg Key Set Attr Menu Next Rec Redisplay New Sess End Sess

AXAEM G-mail Interface - View Folder

E-mail Address: **recordstraining@utah.gov**

Folder: **Follow up**

From	Subject	Received	Message ID
Marlowe Adkins <richmondcity@richmond-utah...>	RE: Records Officer Certification	2013-05-06 01:53 PM	4
Recordstraining Das <recordstraining@utah.g...>	Re: Records Officer Certification	2013-05-07 04:20 PM	5
Marlowe Adkins <richmondcity@richmond-utah...>	RE: Records Officer Certification	2013-06-05 03:51 PM	6
Marlowe Adkins <richmondcity@richmond-utah...>	RE: Records Officer Certification	2013-05-06 06:28 PM	7
TO: richmondcity@richmond-utah.com	Records Officer Certification	2013-05-06 11:51 AM	8
Recordstraining Das <recordstraining@utah.g...>	Re: Records Officer Certification	2013-05-06 05:58 PM	9
Marlowe Adkins <richmondcity@richmond-utah...>	RE: Records Officer Certification	2013-05-07 04:25 PM	10
Geraldine Schmidt <gschmidt@utah.gov>	Fwd: Records Officer Certification	2013-06-06 02:12 PM	11
TO: recordstraining@utah.gov	Records Officer Applicant requires your approval	2013-06-11 08:13 AM	12

< Exit

Header Detail View E-mail Download

APX ARC EML 00 Inq

GMAIL

APPX - itac001sp.dts.utah.gov:8060:19561

File Process Options Help

Enter End Cancel Back New Edit View Delete Ack Del Go To Chg Key Set Attr Menu Next Rec Redisplay New Sess End Sess

Email Header Detail

From Name:
From Email Addr: [a href=3D"mailto:recordstraining@utah.gov"](mailto:recordstraining@utah.gov)
Return Path:
Subject: Records Officer Certification

Date Sent: 05/06/2013 17:58 34
Date Arrived:
In Reply To: 005c01ce4a93\$5fe00d50\$1fa027f0\$@com
Message ID: CAEy1beeR_xC+6LB9851nv=4_uD4kAvp8GWROceVY23OVWTX8xA@mail.gmail.com
Mime Version: 1.0
Content Type: multipart/alternative
X-Mailer:
Content Language:
Boundary: --485b397dd49587126e04dc157ac5

Contacts from this E-mail (double click row, or click button, to save contact)

Type	Name	Email Address
From		a href=3D"mailto:recordstraining@utah.gov"
To	Marlowe Adkins	richmondcity@richmond-utah.com
To		a href=3D"mailto:richmondcity@richmond-utah.com"
Cc		a href=3D"mailto:mike@richfieldcity.com"
To	Marlowe Adkins	br

< Exit Create Contact Message Text View E-mail

APX ARC EML 00 Inq

EML AS PRESERVATION COPY

- Stored as plain text
- Metadata easy to extract
- Desktop email clients know how to render it, make attachments viewable
- Attachments encoded as base64, which can be transformed to a binary and stored separately if desired, or migrated forward
- Easy to de-accession if content not preservation-worthy

VALUABLE EMAIL SAVED

- Public Safety

- Transportation

- Facilities Construction & Management
 - Non-director, 30-year employee asked for copies of his email
 - Found conversations with Capitol Preservation architect, who left long ago without email being saved
 - Found minutes to lots of meetings, plenty of value in his email account, though he wasn't director

PROBLEMS WITH DIRECTORS' EMAIL

- Used Google Docs instead of attachments
 - Have to read each email to know if a link is there
 - Have to have account/password still active in Gmail to access
 - Once you download the file, how do you associate it with the email, stored in context?

- Outgoing directors wiped email accounts, some forgot to do so with sent mail 😊

- Inbox keeps filling up with messages even after they left, hard to know termination date

- Sent mail filled with auto-replies ☹️

APPRAISAL & NON-PUBLIC DATA

- With tens of thousands of emails to sift through, how can we weed accounts?
- Agencies could apply labels indicating retention and access restrictions
- Need appraisal interface for exported email
- To create a redacted copy, need a way to transform to PDF and use Acrobat's features
- Need way to associate redacted copy with original during ingest into preservation system

HOW TO INGEST EMAIL

Our ingest procedure is this:

- Use BagIt to capture files with manifest and checksums, write to M-disc.
- Upload bag to AXAEM, where checksum is verified valid
- Metadata from records extracted and written to database

INGESTED EMAIL

The screenshot shows a software window titled 'APPX - itac001sp.dts.utah.gov:8060:19561'. The window contains a menu bar (File, Options, Help) and a toolbar with various icons. The main area is titled 'Electronic Objects: Identity' and has several tabs: Identity, Content, Access & Use, Acquisition & Appraisal, Related Materials, and Representations. The 'Identity' tab is active, showing the following fields:

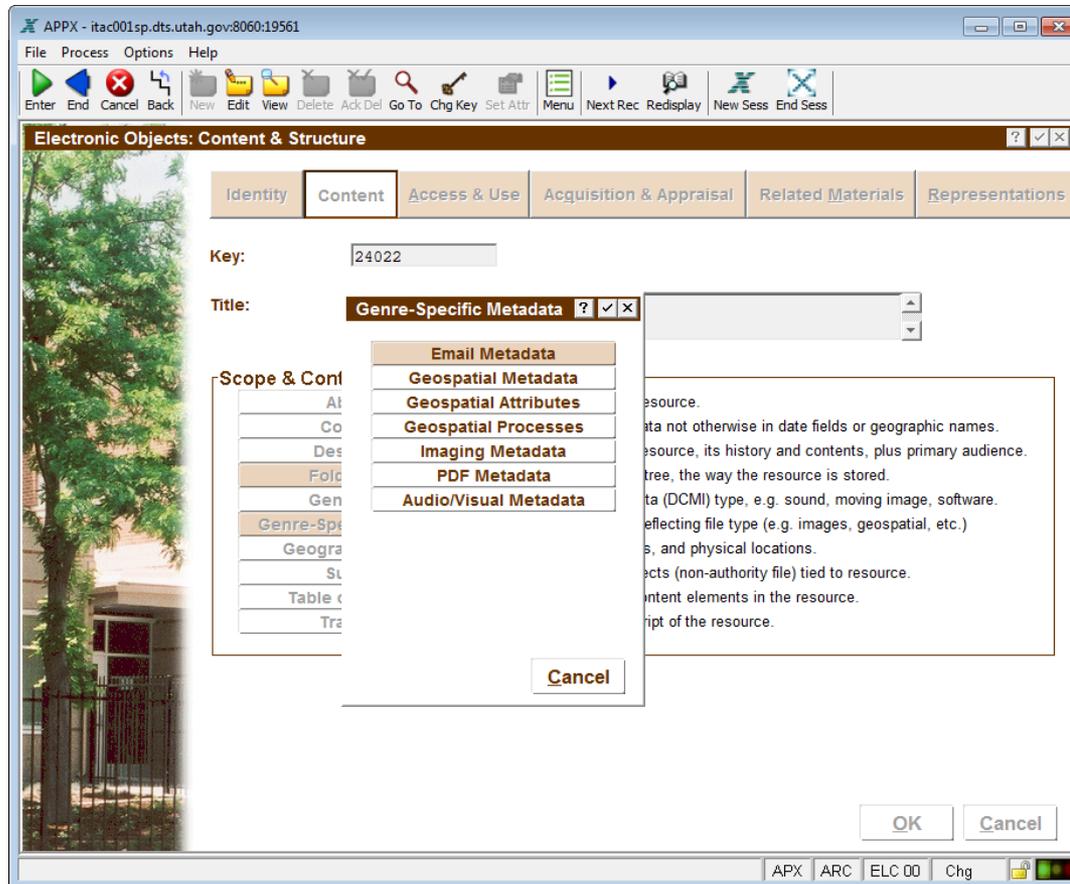
- Key:** 24022
- Title:** Email-76.eml
- Bibliographic:** series | 28198 | General correspondence
- Bibl. Creator:** 3252 | Apple Valley (Utah)
- Object Group:** 782 | Building Inspector
- Ingest Batch:** 51 | APX 20130225 103627

Below these fields is a section titled 'Identity Elements' with a table:

Contributors	Those who contributed intellectual content, e.g. translators, editors.
Creators	Those responsible for creating the intellectual content.
Dates	When created, modified, available, and coverage dates.
Identifiers	Call number or URI to resource, unique to item.
Publishers	Those who made the resource available, e.g. digitized by, hosted by.
Alternate Titles	Alternate titles, e.g. spine, inverted title, cover.

At the bottom of the form, there is an 'Object Type' dropdown menu set to 'Email', and 'OK' and 'Cancel' buttons. The status bar at the bottom right shows 'APX ARC ELC 00 Chg'.

INGESTED EMAIL



INGESTED EMAIL

APPX - itac001sp.dts.utah.gov:8060:19561

File Options Help

Enter End Cancel Back New Edit View Delete Ack Del Go To Chg Key Set Attr Menu Next Rec Redisplay New Sess End Sess

Electronic Records: Email

Key: 24022 **Date Sent:** 10/29/2012 11:59 48 **Date Arrived:** MM/DD/CCYY hh:mm ss

From: Nathan Bronemann
nbronemann@applevalleyut.org

Return Path:

Subject: Nathan

In Reply To:

Message ID: CAC8tuKb5n7V87D8zWNu74bQYxKRhgvtNkHEp4GuCAP9C6EJqrA@mail.gmail.com

Mime Ver: 1.0

Content Typ: multipart/alternative; **Content Language:**

X-Mailer:

Recipients:
To: Lance Gifford (Lance@cityofhurricane.com)

References:

OK Cancel

APX ARC ELC 00 Chg

SEARCH ENGINE

The screenshot shows a web browser window displaying the search results for the Utah Department of Administrative Services. The page title is "ELECTRONIC RECORD DESCRIPTIONS". The search criteria are "Find: " and "by Relevance". The results show 7833 records. The first result is "DEPARTMENT OF NATURAL RESOURCES, GEOLOGICAL SURVEY. PUBLICATIONS" with item title "UGS Paradox basin map June-01-2011.srf" and series number "7125". The second result is "OGDEN (UTAH), CITY RECORDER. BIRTH REGISTER" with item title "27190-2-00001-aa.tif" and series number "27190". The third result is also "OGDEN (UTAH), CITY RECORDER. BIRTH REGISTER". The right sidebar shows active filters for "Entity Name" and "Object Type".

Utah.gov Services Agencies Search all of Utah.gov »

UTAH DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF ARCHIVES & RECORDS SERVICE

ABOUT ADMINISTRATIVE SERVICES DAS EMPLOYEES

DAS HOME ARCHIVES FACILITIES FINANCE FLEET GENERAL SERVICES PURCHASING RISK RULES

Home | Search | eRecord

ELECTRONIC RECORD DESCRIPTIONS

Find: Search

Show advanced search options

7833 results Prev 1 2 3 4 5 6 7 8 9 10 ... 784 Next

by Relevance

DEPARTMENT OF NATURAL RESOURCES, GEOLOGICAL SURVEY. PUBLICATIONS

Item Title : UGS Paradox basin map June-01-2011.srf
Format: [Acrobat PDF 1.4 - Portable Doc]

Series Number: [7125](#)
Item ID: 2
[Parent Folder](#)
[View Metadata](#)
File Size: 4723435 Bytes
[Download](#)

OGDEN (UTAH), CITY RECORDER. BIRTH REGISTER

Item Title : 27190-2-00001-aa.tif
Format: [TIFF]

Series Number: [27190](#)
Item ID: 13
[Parent Folder](#)
[View Metadata](#)
File Size: 15838982 Bytes
[Download](#)

OGDEN (UTAH), CITY RECORDER. BIRTH REGISTER

Active Filters

Entity Name

- [Governor Walker \(6923\)](#)
- [Governor \(2005-2009 - Huntsman\) \(274\)](#)
- [Ogden \(Utah\), City Recorder \(216\)](#)
- [Department of Technology Services, Automated Geographic Reference Center \(212\)](#)
- [Governor Young \(106\)](#)
- [More...](#)

Object Type

- [Audio \(13\)](#)
- [Image \(2\)](#)
- [Spreadsheet \(1\)](#)

ACCESS TO EMAIL

Solr search engine already indexes metadata of ingested records and makes records available for download

- Item must be marked as publishable first
- Access restrictions set at series level prevent auto-publishing records
- No staff time to read email one-by-one
- Conclusion: preserved, but not accessible

CONTACTS

Susan Gray Page

Digital Archives Coordinator
Library of Virginia

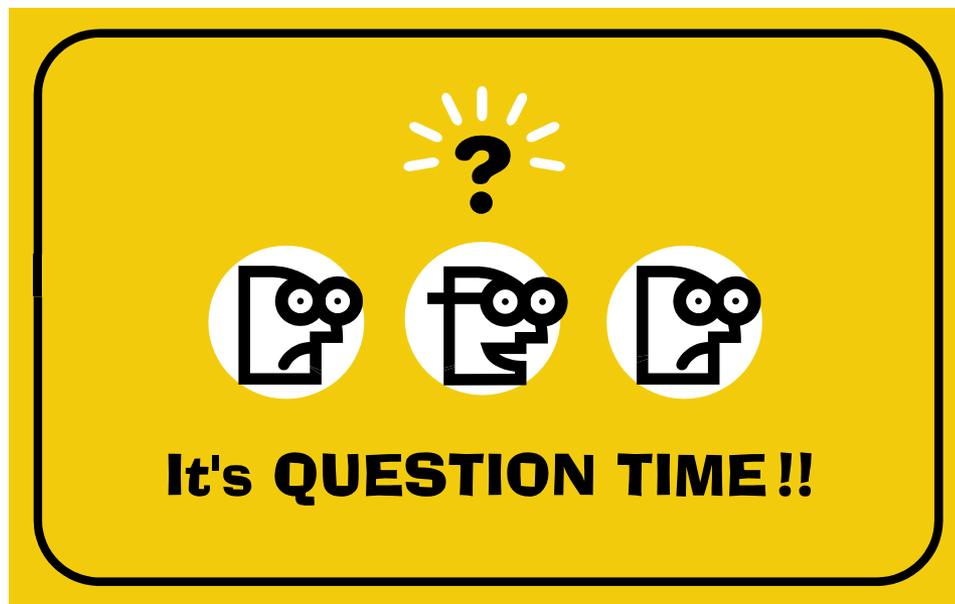
SusanGray.Page@lva.virginia.gov

Elizabeth Perkes

Electronic Records Archivist
Utah State Archives

eperkes@utah.gov

QUESTIONS & COMMENTS



WRAP-UP

- Post-webinar evaluation will automatically open in your web browser when you exit the session.
- Next SERI Educational Webinar is Tuesday, June 10 @ 2:00 pm Eastern
 - Topic: Electronic Records Inventory
- Complete webinar schedule is available on CoSA's website:
http://www.statearchivists.org/CoSA_Webinars.htm
- All webinar slides available from the SERI webinar page:
http://www.statearchivists.org/seri/STEP/SERI_Educational_Webinars.htm