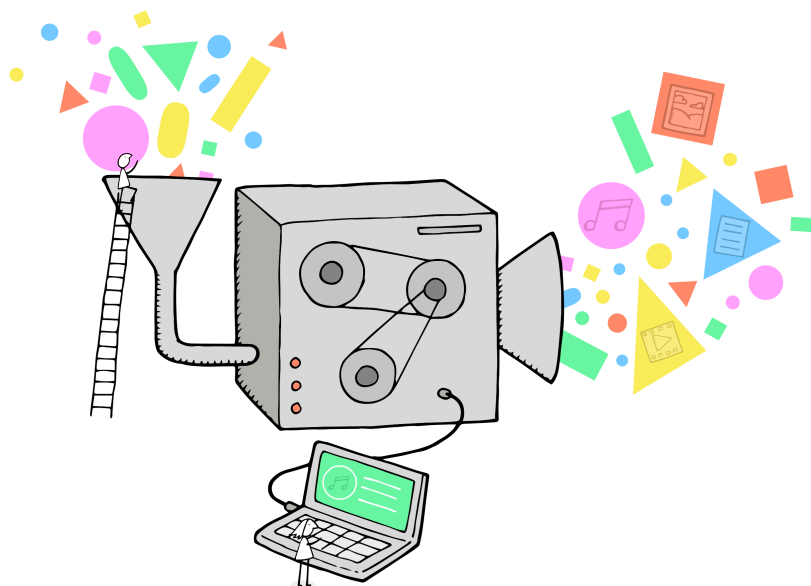


# Email Preservation Exercise Booklet

**Bodleian Libraries**

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**Version 1.0**



Digital Preservation Business Case Toolkit <http://wiki.dpconline.org/>, CC-BY-NC 3.0

# Email Preservation: ePADD (version 4.1) Exercise

## Appraisal

1. How many emails are there in the email collection?
- 2.a. How many attachments are there?
- 2.b. Can you break them down by type (e.g. photograph, document, video, PowerPoint, etc.)?
3. *Review the documents as though you were the donor, preparing their emails before transferring them to the archive. Be sure to review Person Entities and Other Entities and restrict from transfer as necessary.*
  - a. *Restrict emails from transfer*
  - b. *Mark the ones you have reviewed and add some restrictions (such as cannot view)*
  - c. *Search for all of the times **[insert person or subject that could be a privacy issue]** was mentioned and review emails. Restrict from transfer if necessary or add other restrictions.*
  - d. *Review Image Attachments and Other Attachments. Restrict any as necessary. Download Other Attachments to view before making a decision.*
4. **Lexicon searching:** *Search “RegEx” and “Sensitive” sections and restrict from transfer or flag to restrict from public access (for the processing module).*
  - a. *From the “sensitive” lexicon list, edit one of the categories and add some additional search terms. Did more emails turn up? Are emails any worth restricting from transfer or access?*
  - b. *Note any thoughts about the limitations of this search. Write down any examples you might find.*

## Export

When done, go to the **Export** function and make notes before exporting the archive for the next module.

1. How many emails are you transferring?
2. How many have you restricted?
3. How many did you mark as reviewed?

4. How many were given special conditions?

## Processing

1. How many emails are in the collection?
2. How many attachments are in the collection?
3. Assign collection details (be creative), but be sure to fill in the sections so you can view them later and see how they look in the other modules.

## Authorities

1. Reconcile some of the Authorities. View the Authority records provided to make the decision.
2. Make any notes about the difficulty of reconciling authorities in ePADD.
3. If any documents were marked for review by the donor, review them now and decide if they need to be restricted for transfer.

Reviewing documents is very similar in the Processing module as the Appraisal module. Have a look and do some searches (including using the lexicons) to find content to restrict from transfer for users to access.

*Note that if you restricted some emails while doing lexicon searches, the number of emails found will have changed.*

When done, go to the **Export** function and make notes before exporting the archive for the next modules.

1. How many emails to transfer?
2. How many were restricted?
3. How many were reviewed?

4. How many did you assign 'special conditions'?

## Discovery

Before entering the archive, note the following:

Messages:

Incoming:

Outgoing:

Attachments:

Images:

Documents:

Other:

1. Look around the archive at the emails available for search and note what is redacted and what is not.
2. When looking at Correspondents, take a look at the graph view. Make note of some interesting things it is telling you and then go to view some of the emails. Make note of the Message ID if you want to view the full email.
3. Also look through Person and Other Entities. Follow any interesting topics and make note of Message ID.

## Delivery

Go to the attachments and find some of the Other attachment types using the filter for "document type".

1. Make note of an interesting file type and download it.
2. See if you can open the file or not. Make a note of it. You can investigate the file type further if you want to see why you cannot open it (if you are having issues).
3. Go back to ePADD and follow the email thread the attachment came from. Add it to the cart and make an annotation about the attachment.

4. Do some additional searching and add anything interesting to the cart before viewing your cart. When you are happy with your list, you can Request Messages and then you will be able to save an MBOX with these files for further research.

## **Done?**

- Look at the websites of the organisations which were mentioned in the presentation (Bill Clinton Presidential Library, Stanford University Libraries, Harvard University Library, British Library) – do they provide access to email archives online?