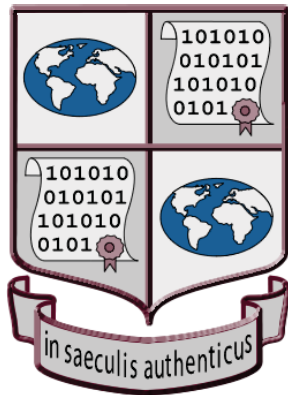


InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Canada



Herding Cats or Trying to Manage E-mail in a University

Paul Hebbard

Simon Fraser University

ACA Conference

Fredericton, NB

14 June 2008



InterPARES Project

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Objectives

- The effective management of e-mail records, including attachments, by creators
- The appraisal, identification, and selection of e-mail records of enduring value
- The long-term preservation e-mail records
- The provision of access to e-mail records transferred to and stored in institutional archives



Test-beds

- UBC School of Music (academic)
 - Teaching and research
- UVic Office of the University Secretary (governance)
 - Providing secretarial support for governing bodies and committees
 - Managing Convocation
 - Overseeing P&P
 - Administering FOIPOP
- SFU Campus Planning & Development (administrative)
 - Commission and construction of new buildings
 - Renovations and site works



Issues

- E-mail used to document business decisions
- Attachments not filed
- EDRMS too expensive
- Informal and autonomous corporate culture
- Lack of policy



Findings

- Idiosyncratic organization
- No archival bond
- Strain on storage capacity
- Capturing business decisions???
- Lack of security protocols
- Workload pressure and time constraints



Action Items

- Classify e-mail
- Create “cheat sheets” by mapping activities to file plan
- Draft guidelines
- Draft “what if” scenarios
- Delegate filing to administrative staff



Conclusion

- ✓ The effective management of e-mail records, including attachments, by their creators
- ✓ The appraisal, identification, and selection of e-mail records of enduring value
 - Long-term preservation (action pending)
 - The provision of access to e-mail records (action pending)
 - 2 to 3 year projected research timeline
 - TEAM Italy general study

