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# PROJECT PROPOSAL

## Email management, preservation and access project

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### Objectives

Create resource that support and facilitate:

- Effective management of email records by their creators for on-going administrative, operational, legal, and governance purposes.
- Appraisal, identification and selection of email records of enduring archival value.
- Long-term preservation of authentic and reliable email records selected for archival retention.
- Provision of access to email records selected for archival retention.

### Methodology

The project will be a collaboration between three university Archives in British Columbia:

- Simon Fraser University Archives and Records Management Department.
- University of British Columbia Archives.
- University of Victoria Archives.

The three Archives will:

- Identify research tasks that will be undertaken by each.
- Pool, discuss, analyze research results.

Each Archives will:

- Work with a partner department / unit in its university as a pilot project.
- Apply the research with the partner department to implement findings and develop the resources required by that department to manage its active and semi-active email records.

- Apply the research internally to implement findings and develop resources required to ensure long-term preservation of and access to email records selected for archival retention.

### **Body of records**

The records are email documents (including attachments) made or received by the partner department, or a sub-unit within it.

### **Partners**

Each Archives will choose a partner department representing a different type of functional unit within a university: an executive administrative office or governance body, an academic department, or an operational support unit.

#### *Simon Fraser University*

<b>Partner</b>	Facilities Management.
<b>Type of unit</b>	Operational support.
<b>Mandate</b>	Plan, develop, operate, maintain, and renovate university buildings, grounds, and utility systems, and provide engineering support.
<b>Key activities</b>	<p>Planning and development of new campus facilities.</p> <p>Maintenance / re-development of existing buildings, grounds, roads, electrical and mechanical systems, and campus furniture.</p> <p>Engineering project management and contract administration: costing, schedules, preparation of contracts, assessment of tenders, awarding of contracts, inspection of work in progress.</p> <p>Maintenance of building record drawings and space inventory.</p> <p>Energy management, recycling, and janitorial services.</p> <p>Mail services.</p>
<b>Notes</b>	In consultation with Facilities Management, the Archives will focus on a particular functional unit within the larger department to serve as the pilot project.

*University of British Columbia*

**Partner** To be determined.

*University of Victoria*

**Partner** Office of the University Secretary (USEC)

**Type** Executive administrative office.

**Mandate** To coordinate and facilitate the activities of the Board of Governors, the Senate, their standing and ad hoc committees.

To coordinate and facilitate the activities of the Foundations.

To carry out other responsibilities as assigned by the President.

**Key activities** Secretariat to the Board of Governors and the Senate

Secretariat to the University of Victoria Foundation, the Foundation for the University of Victoria, the U.S. Foundation for the University of Victoria.

Registrar of Convocation.

Conducts University-wide and Convocation elections.

Responsible for managing senior advisory committees (e.g. search committees for vice presidents, the president, planning and priorities committee).

Administers (delegated head) the University's compliance of the *BC Freedom of Information and Protection of Privacy Act*.

Administers the University license with *Access Copyright*.

Reporting office for the Directors of Equity and Human Rights.

Reports to the President on policy issues.

Oversees the organization and maintenance of the University policy manual.

**Notes** USEC is a relatively small unit; therefore, the project can focus on the whole of the office. USEC consists of the University Secretary (Registrar), Assistant University Secretary, 3 administrative support staff, and a University policy review officer (1 year contract).

**Issues**

We expect many issues will cut across our three pilot projects, while others may be specific to a particular partner department. In general:

- Our institutions have no / few policy tools in place for managing, organizing, disposing, preserving, and providing long-term access to email records.
- The volume of business conducted via email is increasing and typically covers the range of a department's functions and activities. In many contexts, business decisions are made and documented only in email records retained only in electronic form and not captured in existing record-keeping systems.
- Many business records are received and maintained as email attachments and are not captured in existing record-keeping systems.
- Lack of record-keeping controls, policy, and technical tools and standards for managing email raises questions of the records' authenticity, diminishes their reliability, and puts their long-term preservation at risk.
- This situation exposes our institutions to increased liabilities in terms of documenting legal entitlements and discharge of responsibilities, internal accountability, operational planning and effectiveness, and long-term corporate memory.

## Outcomes

Research will be directed at exploring existing models and options, adapting these to the circumstances of our partner departments, testing and implementation, and articulation of results as tools that in turn can be adapted for use by other departments at our universities or by other institutions.

Topics / problems include:

- Organization of active and semi-active email records.
- Required metadata and its management across life-cycle.
- Retention requirements.
- Disposal procedures.
- Transfer procedures / ingest to Archives.
- Long-term preservation file formats.
- Archival arrangement and description.
- Access procedures.

Resources and tools could include:

- Policies, procedures, guidelines.
- File classification schemes and retention schedules.
- Technical standards and infrastructure.
- Software applications to automate procedures.
- Staff training and audit.

### **Administrative structure**

Project teams at each university (one or more Archives staff and partner department staff).

Project joint coordinating committee (one or more staff from each Archives).

### **Timelines**

We estimate the project will take 2-3 years to complete, depending on the resources available to each Archives through institutional and / or InterPARES funding.

### **Resources required**

The project is comprehensive and will be time-intensive for each Archives. Our estimates of required resources are very tentative, but assume:

- (1) Participation of Archives' permanent staff (in kind contribution by each Archives).
- (2) Participation of Archives' contract project staff (requires cash contribution from InterPARES).
- (3) Participation of partner department staff and university IT staff (in kind contribution by each university).
- (4) Support by InterPARES researcher (e.g. SLAIS graduate student) for each Archives (contribution by InterPARES).

[Estimated cost data deleted]