
Progress
Report:
September 1,
2007-
February
29, 2008

NHPRC EMCAP Tool

Kelly Eubank



TO: Lucy Barber, National Historical Publications and Records Commission

FROM: Kelly Eubank, Project Director, Electronic Records Archivist

February 29, 2008

SUBJECT: North Carolina, Kentucky, and Pennsylvania's Electronic Mail Preservation Collaboration Initiative, Grant Number NAR RE-05701-07

Progress Report: September 2007-February 2008

Executive Summary

Beginning in September 2007, the Email Collection and Preservation team (EMCAP) decided to write progress reports in two-month increments. This is an executive summary of that six-month time frame. Each two-month report is also included in this package.

Highlights of Progress:

- The NC team submitted a Request for Bid to the central Information Technology Services. This bid solicited a response from the Deputy Chief Information Officer regarding his concerns about the tool and our deployment of the tool. The NC team met with the Program Manager for the NC Mail team as well as a member of the Statewide Technical Architecture Review to discuss the project and its implications for security and NC mail. The group was given permission to proceed with this pilot project with the understanding that if we go into production, we will be involved in many conversations with ITS.
- The staff in NC hired a programmer to develop the EMCAP tool. She joined the group in November 2007 with a target date of January 16 for the delivery of the first milestone which was to set up the accounts batch account creation the user access website and admin console. The framework is established so that all the parts are there. The console also includes a secure, web-based utility by which a user can check the status of his or her account or make a request to reset a password.
- In NC, the Department of Cultural Resources began the consolidation of its information technology staff into a centralized Information Technology Services domain. The first step was to consolidate all of the networks and directory structures. This consolidation effort took the entire IT staff to complete including the application developers group which meant the development group could not monitor the EMCAP development as closely as first thought.
- Pennsylvania has been working with their Office for Information Technology (OIT) to get permission to run this program using beta software in a production environment. Pennsylvania's Office for Information Technology (OIT) requires a completed Technical Architecture Review (TAR) document for approval of the beta project. The TAR was submitted in November and has not yet been approved.

- In response to the situation in Pennsylvania, the staff in Kentucky reported that hmail had been set up on their sever using an SQL server database. Skip Hunt, of KDLA, created a terminal service in which NC and PA could enter their network remotely as a full client in KY and have access to their hmail server as well as Outlook accounts. This would allow the staff in PA to begin working with the software in order to create the training materials.
- As of this writing, each of the team members can use the remote desktop feature to access Kentucky's virtual desktop. Each team member has been given an account in KY as well as an EMCAP account to begin populating. Also during this time, the State of Pennsylvania re-released the Management Directive on electronic mail. As such, the staff in PA is heavily involved in developing the web-based training for E-mail for Supervisors. Kentucky and Pennsylvania have agreed to create slides and materials for the training component. Kentucky developed draft training materials using two course management software tools, Moodle and Softchalk.
- In Kentucky, a new administration took office in December 2007. The outgoing Secretary of the Education Cabinet determined that the e-mail of the previous Cabinet Secretary contained no archival records. The review of the e-mail of the previous KDLA commissioner is nearly complete.

Partners:

NC has secured the agreement of the Secretary of State's Corporations Division, the Emergency Management Group, and the Governor's Community and Citizen Services office to test the tool. Target date for deployment is April 2008.

The staff in Kentucky plans to work with the new administration to establish an archiving procedure for e-mail with Cabinet secretaries and perhaps the new Governor's constituent e-mail.

Pennsylvania would very much like to work with two entities for project—the Governor's Office / Office of Correspondence and the Pennsylvania Historical and Museum Commission (PHMC) Executive Office, of which Barbara Franco is the executive director. The internal executives of PMHC have agreed to participate.

Collaboration and Outreach

Program proposals have been accepted at the Society of North Carolina Archivists Conference (March 2008), Midwest Archives Conference (April 2008), NAGARA (July 2008), SAA (August 2008). The group also plans to present at the Best Practices Exchange (May 2008).

The group has also worked with the Collaborative Electronic Records Project, CERP, in developing the XML schema for the email parser to xml.