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# Progress Report: October 1, 2007- December 31, 2007

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NHPRC EMCAP Tool

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Kelly Eubank

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## NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES

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TO: Lucy Barber, National Historical Publications and Records Commission  
FROM: Kelly Eubank, Project Director, Electronic Records Archivist

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

### **Progress Report: November-December 2007**

The Electronic Mail Preservation Collaboration Initiative aims to build a prototype tool for the collection and preservation of archival electronic mail. Staff from the states of North Carolina, Kentucky, and Pennsylvania have teamed together to leverage their knowledge and skill sets to help design and test a tool that will collect electronic mail, maintain a copy of the original email and the attachment, as well as transform the email itself from its native format to an XML format based on an XML schema. The team is also developing on-line training materials. In addition, once the tool has been designed and tested, we will deploy this tool to participating pilot partners for phase two testing and feedback. The project team includes: Kelly Eubank (NC), project director, Druscilla Simpson (NC), head, IT Branch; David Minor (NC), programmer; Ed Southern (NC), head, Government Records Branch; Mark Myers (KY), electronic records archivist; Glen McAninch (KY), head Technology Analysis and Support Branch; Linda Avetta (PA), information technology generalist administrator; Cynthia Bendroth (PA), head Division of Records Administration and Image Services.

### **Objective 1: Information Technology Environments**

1. Continue the development of the e-mail collection and preservation software to convert e-mail from its native format into the more stable XML format and complete written documentation for the program.

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4610 MAIL SERVICE CENTER  
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LOCATION  
109 EAST JONES STREET  
RALEIGH, NC 27601

## **Information Technology Environment:**

Beginning November 1, all of the Information Technology staff in the different sections within the Department of Cultural Resources in North Carolina was centralized under the Chief Information Officer for DCR. David Minor, the programmer committed to working on this project was affected by this change. However, he remains on the project and the CIO has given his commitment that David will continue in his current capacity.

## **Programmer Update:**

In early November, the team in North Carolina interviewed programmers who bid on the project through Information Technologies Supplemental Staffing service. In total, we interviewed eight qualified candidates and hired Srilaxmi Routhu from New York. Ms. Routhu started work on November 13, 2007. Ms. Routhu is scheduled to work through the beginning of April.

The NC team met in December to discuss progress. Before hiring the programmer, the team had met to set deliverable dates for the project. The first deliverable is January 16. David Minor is supervising the technology part of this project and is confident they will meet this deliverable date.

Also, continuing our collaboration with the CERP project from the Smithsonian Institution Archives and the Rockefeller Archives Center, the CERP team agreed to provide us with a reference copy of the XML parser they developed. In addition, they agreed that we could use this to reference the XML parser we will develop as part of this project.

The partners held a conference call on November 9 to discuss Lucy Barber's upcoming visit and progress. Kentucky agreed to set up an account on the remote desktop for her to use if need be. Skip Hunt of KDLA, during the call, discussed the fact that because they are a unified messaging state, we could also experiment with the transfer of audio files and how they may change once they are normalized out of the proprietary Nortel file format into a .wav file.

## **Pennsylvania and Kentucky:**

Linda Avetta submitted the Technical Architecture Review (TAR) document to Pennsylvania's central OIT group. She has not been contacted by them about this document. In order for her to set up the hmail server for testing and collection in Pennsylvania, OIT must approve the TAR. After a few kinks with Kentucky's Virtual Desktop accounts, staff in Pennsylvania and North Carolina was able to access their accounts. The team also decided to utilize the calendaring features in the virtual Outlook calendars to coordinate meeting times for conference calls.

## **Objective 2: Potential Partners**

2. Test the software to determine its scalability, efficiency, and employee compliance, using records retention schedules.

## **Potential Partners**

### **Pennsylvania:**

Pennsylvania would very much like to work with two entities for this 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. At this time, the question still outstanding is the issue of 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. Linda Avetta also indicated they turned in their Technical Architecture review to OIT for approval to begin the project as noted in Objective 1 above

### **Kentucky:**

The staff in Kentucky has the email from the outgoing commissioner of the Kentucky Department of Libraries and Archives (KDLA) as well as the agreement of the current commissioner of the KDLA to participate. An election has been held and 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 Archives plan 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.

### **North Carolina:**

After the meeting with the Statewide Emergency Management Agency in September, the group agreed in their internal meeting to participate in this pilot. Kelly contacted Peter Farmer, head of IT, who agreed to assist in any way possible. He indicated that the timeline for SEMA to move to Microsoft Exchange has been moved to January 2008. Because of internal consolidation taking place in NC, David Minor indicated that the server is not ready to receive mail but will be ready by Jan. 16, 2008.

The NC team also contacted the Deputy Secretary of State, Haley Haynes, of the Secretary of State’s office. We have a meeting set up in January to discuss the selection of offices to participate, as well as any scheduling changes that might need to be in place in order to proceed.

## **Outreach**

Nancy Adjent of the CERP project contacted Kelly about submitting a joint proposal for presentation at the Society of North Carolina Archivists. The session was submitted and selected to be on the program.

In December, the group heard from the Society of American Archivists. The program session that was submitted in September was selected for the August 2008 Annual Convention.

The group has also submitted a session proposal to NAGARA for their annual conference in July 2008.

### **Other News:**

#### **Unofficial Site Visit**

Lucy Barber, program officer for NHPRC, came for an informal site visit on November 15<sup>th</sup>. She spoke to the staff about how NHPRC works--their grant announcements, the different categories,

and the deadlines. Lucy also spoke with me and David Minor about the email collection tool, IMAP tags, and authenticity of emails. She also used an account that we set up for her to show her how the tool should work. She moved several emails from one file to her Archives folder while she was here.

In November, Kelly hired Megan Durden, a recent graduate of the University of Texas at Austin to replace Chris Black. She will join the team in January 2008.

PA – In addition to the TAR approval process moving quite slowly, another unfortunate turn of events for Pennsylvania includes a hold on the e-mail training that was to have been disseminated to all PA Commonwealth supervisor and management employees in December.