

Preserving Email for the University Archives

Leveling Up and Going the Extra Mile

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DPC 2024 Workflow Webinars Series, Episode 4, February 8, 2024

Typical Chancellor's Records - Paper

- Mail log files – incoming/outgoing messages and attachments
- Chronological files – correspondence
- Subject files – curated by topic, group, etc.
- Speeches



Chancellor's Records – Digital (2014-present)

- Perceptive Content – document management system
- OneDrive – cloud-based collaboration space
- Email

Digital Preservation Program Basics

- Digital Preservation Program- Format Agnostic
- Meet needs of Records Management + needs of Digital Preservation
- Collaboration

MEETING #1

- Our perspectives on preservation needs
- Specific collection requirements
- Our hopeful end goals

Time for Independent Research

Digital Processing Framework (DPF)

- Outlines steps and considerations for digital processing
- 3 tiers = customization
- Format agnostic approach



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Digital Processing Framework



Files

[Digital_Processing_Framework.pdf \(826.36 KB\)](#)

[Digital_Processing_Framework.xlsx \(22.32 KB\)](#)

Permanent Link(s)

<https://hdl.handle.net/1813/57659>

Collections

[Articles, Preprints, and Presentations by CUL Staff](#)

[Full item page](#)

Authors

[Faulder, Erin](#)

[Annand, Susanne](#)

[DeBauche, Sally](#)

[Gengenbach, Martin](#)

[Irwin, Karla](#)

[Musson, Julie](#)

[Peltzman, Shira](#)

[Tasker, Kate](#)

[Uglean Jackson, Laura](#)

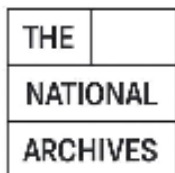
[Waugh, Dorothy](#)

Abstract

The Digital Processing Framework suggests a minimum processing standard for digital archival content. The framework brings together archival processing practice with digital preservation activities. Ten practitioners in the field designed this framework to be practical, usable, and adaptable to local institutional settings.

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Brushing Up on Preserving Email



Certificate of Completion

This is to certify that

Kari May

completed the course

Novice to Know-How: Email Preservation

on

25 Jul 2023

Signed: _____

Sharon McMeekin
Head of Workforce Development
Digital Preservation Coalition

*The development of this course was funded by The National Archives (UK)
as part of the "Plugged In, Powered Up" digital capacity building strategy.*

Initial Parameters

- Export accounts as PSTs
- Use specialized workflow in Preservica
- Have OTC staff generate checksums

Processing Digital Chancellor's Records

Records must be accessible to Chancellor's staff and university counsel at any time

- Appraise records for relevance and duplicates / review for privacy concerns
- File naming
- Describe at folder-level

Will this work for email too?

Digital Reading Room Request- Rainbow Alliance

From	/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4D9AC5A3D0554BCD9411483A7552DAA3-KARIMAY
To	/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=460fa5b9abff4bf2bcc3025d78c4c78-NJD60
CC	
BCC	
Date	Mon Apr 3, 2023, 3:02 PM EDT
Attachments	DigitalAssets_Accessing_Guide.pdf (document) 351 KB



The digital assets you have requested from the University of Pittsburgh Library System's Archives & Special Collections Department will soon be made available through the ULS Digital Reading Room provided via Preservica's digital preservation service. These assets will be available for your research from 7:00 a.m, Tuesday, April 4th to 7:00 a.m., Friday, April 7th. Be aware that these assets are not publicly available online. **You will not be able to copy, print, or download these assets.** These assets will be available for **viewing only**. These assets will only be disseminated through a temporary account requiring authentication for access. **Extensions of this negotiated time for access to these assets cannot be granted.**

To access these assets, you will receive two (2) automated emails:

- Account Created from **no-reply@preservica.com**
- [Preservica US Public Access Sites] Activate [account name] from Preservica US Public Access **no-reply@preservica.com**

The first email will contain the username and password required to access the ULS Digital Reading Room where you will view the requested assets. Do not use any of the links listed in this first email as they do not work with your temporary account. You will receive the second email shortly after the first.

The second email will contain the link pointing to the ULS Digital Reading Room. Follow this link to the authentication page. Use the username and password from the first email to authenticate your account. You should now be able to view the requested assets by clicking the Browse Archive button on the left side of the yellow bar near the top of the page.

For detailed information about these emails and a guide for navigating the ULS Digital Reading Room, please see the attached document Accessing & Navigating Your Digital Assets Request. If you require further assistance to access the portal, please contact me at karimay@pitt.edu.

Best regards,

Kari May
Digital Archivist & Preservation Librarian
University Library System
University of Pittsburgh
7500 Thomas Blvd., Suite 205
karimay@pitt.edu

"There are no answers- only choices." Gibarian in Solaris (MMII)

Ensuring Authenticity

102623_pitt_hash_comparison

File Home Share View

Clipboard: Pin to Quick access, Copy, Paste, Copy to, Rename

Organize: Move to, Delete, New folder, Properties, Select all, Select none, Invert selection

New: New folder, Properties, Select all, Select none, Invert selection

Open: Properties, Select all, Select none, Invert selection

Select: Select all, Select none, Invert selection

Name	Status	Date modified	Type
pitt	✓	1/18/2024 12:32 PM	Configuration File
pitt_hash_comparison	✓	10/26/2023 8:13 AM	Python File

2 items | 1 item selected | 516 bytes | Available on this device

Mail Log

File Home Share View

Clipboard: Pin to Quick access, Copy, Paste, Copy to, Rename

Organize: Move to, Delete, New folder, Properties, Select all, Select none, Invert selection

New: New folder, Properties, Select all, Select none, Invert selection

Open: Properties, Select all, Select none, Invert selection

Select: Select all, Select none, Invert selection

Name	Date modified	Type	Size
Associations and Organizations	11/28/2023 12:02 ...	File folder	
Athletics	10/20/2023 9:59 A...	File folder	
Health Sciences	11/28/2023 11:50 ...	File folder	
Institutional Advancement	10/20/2023 2:40 PM	File folder	
International Agreements	10/16/2023 3:53 PM	File folder	
Legal	12/6/2023 3:48 PM	File folder	
Office of the Chancellor	11/28/2023 12:18 ...	File folder	
Provost	11/28/2023 2:36 PM	File folder	
Reports	11/28/2023 2:47 PM	File folder	
allIMD5s_PerceptvContnt	10/26/2023 7:04 A...	MD5 File	1,463 KB

```
C:\Windows\System32\cmd.exe
f444a6522c600
Comparing hashes
Office of the Chancellor-Archive_Chancellor-Complaints_Office of the Chancellor_321
Z798_2BLNHXDKV0002V1_Ryan Guild_OTC-Chancellor-Contact Us Emails.TIF d4c4ad95886e458
fb100d46f22f22bb5
Comparing hashes
Office of the Chancellor-Archive_Miscellaneous_Gallagher, Patrick_321Z798_2BLNHXDKV
000CNZ_Ann Biddle_OTC-Chancellor-Contact Us Emails.TIF a4eeb9392ed0d1bf3d8a72c250f2b
f3f
Comparing hashes
Office of the Chancellor-Archive_Miscellaneous_Gallagher, Patrick_321Z798_2BLNHXDKV
000FKL_Jennifer McIntyre_OTC-Chancellor-Contact Us Emails.TIF a4c14bf95a2ab6ba58446a
778742d9eb
Comparing hashes
All hashes matched

C:\Users\karimay\OneDrive - University of Pittsburgh\0_Digital_Archiving_Preservatio
n_Manual\3_PreIngest_Prep\102623_pitt_hash_comparison>python pitt_hash_comparison.py
```

```
... directory is where your script and ini file live and is where your hash comp
... directory = C:\Users\karimay\OneDrive - University of Pittsburgh\0_Digital_Archiv:
... directory should be the toplevel directory of where your files live
... \UA2_10_2014_2023\Mail Log\Office of the Chancellor\Complaints\Vendors
... S:\UA2_10_2014_2023\Mail Log\allIMD5s_PerceptvContnt.md5
```

A Special Ingest...

Ingest-PST	Kari May	PST files via Transfer Agent	27.06.2023 10:23:52	Configure Errors	<input type="checkbox"/>	Delete
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Start Waiting Running **Completed** Reports Manage

Workflow Details

Workflow Context	Ingest-PST
Workflow Definition	Ingest (v6)
Workflow ID	676188
Workflow State	Aborted
Date Started	19.12.2023 09:28:34
Date Finished	19.12.2023 09:32:35
Number of Files	0
Total Size	0 Kb
Submission name	Ingest-PST
Top Level Item(s)	

Back

Step Progress

State	Name	Progress	Started	Finished	Messages
✓	Move Package to Work Area	<div style="width: 100%;"></div>	19.12.2023 09:28:34	19.12.2023 09:28:47	
✓	Create Process	<div style="width: 100%;"></div>	19.12.2023 09:28:47	19.12.2023 09:28:48	
✗	Process Package	<div style="width: 100%; background-color: red;"></div>	19.12.2023 09:28:48	19.12.2023 09:32:35	View

Date Completed ↓	Workflow Context	Creator	Ingested Into	Top Level Item(s)	Size	Files
28.11.2023 20:59:43	Ingest-PST	Kari May				0
28.11.2023 08:40:23	Ingest-PST	Kari May				0
28.11.2023 07:48:50	Ingest-PST	Kari May				0
28.11.2023 07:44:38	Ingest-PST	Kari May				0

Where does that leave us?

- *Raw PSTs*
 - Ingest PSTs to be saved bitwise- retaining raw copy for potential questions of authenticity
- *Smaller PSTs (we can explode)*
 - Open accounts and perform initial steps and processing
 - Export smaller PSTs
 - Digital preservationist compare checksums pre-ingest on new packages & document outcomes/any checksum errors reported

GROWING PAINS & TAMING EMAIL

- Limitation to PST ingest (volume / complexity)
- Learn the NEW special ingest

- Requires us to open locally and export as smaller portions
- Working with IT on a VM to do this

❖ We continue to pursue the special ingest

- ✓ **1- it preserves the original feel as much as possible**
- ✓ **2- we feel this version is a look to the future of email preservation**
- ✓ **3- because we can- we use a tool that allows for this**

Thank you!

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