

How does archival policy towards email work?

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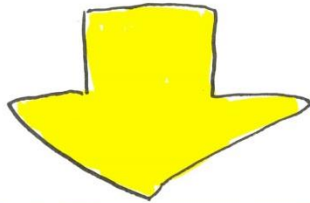
Digital Preservation Coalition briefing day
Email Preservation 'How hard can it be?'
January 24th 2018

ORGANISE EMAILS
BY BUSINESS ACTIVITY

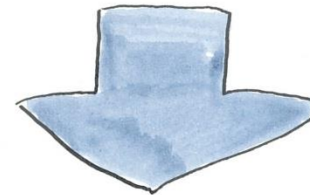
MANAGE EMAILS WITHIN
THE CONTEXT OF EMAIL
ACCOUNTS

MOVE IMPORTANT
EMAILS TO A DOCUMENT
MANAGEMENT SYSTEM

FILTER OUT PERSONAL
AND TRIVIAL EMAILS



SELECT IMPORTANT PARTS OF THE
DOCUMENT MANAGEMENT SYSTEM
FOR PERMANENT PRESERVATION



SELECT IMPORTANT
EMAIL ACCOUNTS FOR
PERMANENT PRESERVATION

Guidance principles on the auto-deletion of email

TNA Guidelines on the auto-deletion of email



Emails of historical value and enduring public interest should be kept

TNA Guidelines on the auto-deletion of email



- email volumes can become unmanageable, leading to real problems
- There is a risk of a breach of the Data protection Act if emails contain personal or sensitive information

TNA Guidelines on the auto-deletion of email



- Automatically capture emails - Implement technologies that integrate your email and EDRM solutions. Solutions that allow emails to be dragged and dropped or automatically captured into the corporate records area
- An auto-deletion policy can also encourage users to actively consider which emails have ongoing value and therefore need to be captured in the department's EDRM solution

AUTO-DELETION OF EMAILS FROM
EMAIL ACCOUNTS



INSTRUCTION TO OFFICIALS TO MOVE
IMPORTANT EMAILS TO A 'RECORDS SYSTEM'



OFFICIALS CAPTURE ONLY A TINY PERCENTAGE
OF THEIR EMAIL AS RECORDS



GOVERNMENT DEPARTMENT FEARS
NOT HAVING A GOOD RECORD
OF ITS ACTIVITIES



DEPARTMENT TAKES STEPS TO
SIMPLIFY AND/OR AUTOMATE THE
PROCESS OF IDENTIFYING AND CAPTURING
BUSINESS EMAIL



OFFICIALS IMPROVE THE
PERCENTAGE OF BUSINESS EMAILS
THEY CAPTURE AS RECORDS

GOVERNMENT DEPARTMENT
FEARS THE COST AND RISK
OF TREATING BUSINESS EMAIL AS RECORDS



DEPARTMENT MAKES NO
CHANGE TO THE RELATIONSHIP
BETWEEN EMAIL AND THEIR
RECORD SYSTEM



OFFICIALS CONTINUE TO
CAPTURE ONLY A TINY
PERCENTAGE OF THEIR
EMAIL AS RECORDS



SIR ALEX
ALLAN

SAVING EMAILS INTO EDMSS
SEEMS TO HAVE BEEN COMPLIED
WITH EVEN LESS RIGOROUSLY
THAN OTHER RECORDS

THE U.S. GOVERNMENT HAS
INTRODUCED ITS CAPSTONE POLICY
IN WHICH THE MAILBOXES OF
SENIOR OFFICIALS ARE AUTOMATICALLY
PRESERVED

I RECOMMEND THAT TNA
MoJ AND THE CABINET OFFICE
CONSIDER CAREFULLY WHETHER
IT SHOULD BE ADOPTED HERE

REVIEW OF GOVERNMENT
DIGITAL RECORDS
(2015)
p10



IT IS NOT POSSIBLE TO
'DRAG AND DROP' EMAILS INTO
SOME OF THE NEWER COLLABORATIVE
SYSTEM'S IN GOVERNMENT.
YOU HAVE TO FIRST CONVERT
THEM TO PDF

SIR ALEX ALLAN
REVIEW OF GOVERNMENT
DIGITAL RECORDS (2015)



'WE DO NOT BELIEVE CAPSTONE
OR OTHER WHOLESALE RETENTION
APPROACHES CAN BE SUCCESSFULLY
APPLIED TO THE UK SYSTEM,
LARGELY FOR LEGAL REASONS....

..... KEEPING EVERYTHING
INDEFINITELY WOULD CONTRAVENE
THE PRINCIPLES SET OUT IN THE
DPA AS THE BODY OF INFORMATION
WOULD ALMOST CERTAINLY
INCLUDE PERSONAL INFORMATION'

THE CABINET OFFICE
'BETTER INFORMATION FOR
BETTER GOVERNMENT' (2017)

When would the permanent preservation of an individual official's email account be compliant with DPA principles?

- The role they play is of historic interest
- They expect their account to be permanently preserved
- They are given the chance to flag or remove personal correspondence
- Access to personal correspondence is prevented except in case of overriding legal need