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 EDRMs 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.

(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  
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