Preserving & Using Email of Historical or Cultural Value with ePADD

Glynn Edwards, Assistant Director
Dept. of Special Collections & University Archives
CNI Meeting – April 2018 – San Diego, CA
The Immortal Life of the Enron E-mails

A decade after the Enron scandal, the company’s internal messages are still helping to advance data science and many other fields.

by Jessica Leber    July 2, 2013
AIMS Born-Digital Collections: An Inter-Institutional Model for Stewardship

January 2012

University of Hull
Stanford University
University of Virginia
Yale University

The AIMS Framework: The Functions of Stewardship

1. Collection Development
   - Donors and Trust: University of Hull
   - Enhanced Curation at the British Library

2. Accessioning
   - Evolution of Accessioning at University of Hull
   - Project Xanadu: Loss and Recovery

3. Arrangement and Description
   - Technical Development: Functional Requirements for Arrangement and Description
   - Arrangement and Description Case Study: The Papers of Stephen Gallagher

4. Discovery and Access
   - Visualizing Email Access: MUSE
   - Access models (Table 1)
   - Publication Pathway and Discovery and Access at the Bodleian Library
   - Discovery models (Table 2)
ROBERT CREELEY - FLOPPIES
MUSE: MEMORIES USING EMAIL

Revive Precious Memories Using Email.

- Reminisce about the past. Uncover long-forgotten topics and people across tens of thousands of messages in your email.
- Chart your sentiments. See the highs and lows in your life, as captured in your email.
- See the people in your life. Find out how different groups enter and leave your life.
- Browse your attachments. Watch your email attachments materialize on the PicLens 3D photo wall.
- Highlight text on web pages. Connect your browser to your archive and personalize web pages by highlighting terms in your email.
- Solve a personal crossword. Stimulate your memory and solve a puzzle created from your own archive.

Download: MUSE FOR WINDOWS  MUSE FOR MAC OS X  MUSE FOR JAVA

Firefox, Chrome or Safari required. @/problems2
MUSE - VISUALIZATIONS

CLICK to summon/dismiss the jog dialog or use it to move between messages. Or use ← and → keys. (Shift) TAB for (previous) next month.

Date: January 3, 2011

From: Glynn Edwards <gedwards@stanford.edu>

To: Dena S. Fox <denafox@stanford.edu>, Marie Brandt <mbrandt@stanford.edu>,

Copy: Tim Hoekse <timhoekse@stanford.edu>, Kees van Berkel <vanberkel@stanford.edu>,

Carbon: Peter Blank <pblank@stanford.edu>,

Reply-To: Glynn Edwards <gedwards@stanford.edu>

Group: pchan3+25

Subject: Re: Housing for Mark Adams Cartoons

Hi Dena,

Happy New Year!

I think we need to consider first where these cartoon boxes would be permanently stored. They will be too big to sit on the shelf.

Best,

Glynn
IN THE SONTAG ARCHIVES

By Benjamin Moser  January 30, 2014

Throughout her life, Susan Sontag filled her journals with lists of vocabulary ("integument," "snap brim fedora," "gruel," "persiflage") that she encountered in her reading and travels. These lists, and the journals that contain them, can be consulted much as researchers have always consulted literary archives: by turning up at the library—in this case, the Department of Special Collections at the Charles E. Young Research Library, at U.C.L.A.—filling out some forms, and waiting while the desiderata are fished from the stacks.

A Brazilian expression will sound familiar to anyone who has used a collection as vast as Sontag’s: “implacable archives.” I was in Los Angeles in early January to work on my forthcoming biography of Sontag. I figured that three months would be plenty. For three months, I have been reading her work and travelling, mainly in Europe and South America, to meet the people who could help me reconstruct her life.

I am familiar with these concerns, and have always borne them in mind. Still, reading papers and manuscripts is one thing. Looking through someone’s e-mail is quite another, and the feeling of creepiness and voyeurism that overcame me as I sat with Gonzalez struggled with the unstoppable curiosity that I feel about Sontag’s life. To read someone’s e-mail is to see her thinking and talking in real time. If most e-mails are not interesting (“The car will pick you up at 7:30 if that’s ok xxx”), others reveal unexpected qualities that are delightful to discover. (Who would have suspected, for example, that Sontag sent e-mails with the subject heading “Whassup?”) One sees Sontag, who had so many friends, elated to be in such easy touch with them (“I’m catching the e-mail fever!”); one sees the insatiably lonely writer reaching out to people she hardly knew and inviting them to pay a call. In their reactions, one reads their bemusement, how hesitant they were to bother the icon, with her fearsome reputation.

With the software available today, the biographer who strives to put himself in the position of his subject is faced with new conundrums. One of the most intriguing tools that Gonzalez deploys is a program called muse, which can search an e-mail database and map the writer’s feelings with uncanny accuracy. You can see categories such as “medical,” “angry,” and “congratulations”; you can see, on a graph, what percentage of the time in May, 2001, for example, Sontag was happy or sad or upset.
2010 AIMS Project
MUSE software used on Creeley email archive (2010-2011)

2012 ePADD Project
Treat grant – online Discovery platform (2012)
  Treat grant 2 – UI development (2015)
  NHPRC grant – 2 year development (2013-2015)
ePADD Release 1.0 (2015)

2015 ePADD Phase 2
Treat grant 3 – Enhanced NER development
IMLS grant – continued development (2015-2018)
NHPRC (Phase 1)

About ePADD Phase 1 Development

ePADD Phase 1 was developed from 2013-2015 by staff of the Department of Special Collections and University Archives, Stanford University Libraries (SUL), Stanford University.

The software was developed with grant funding provided through the National Historical Publications and Records Commission (NHPRC). Additional funding was provided through SUL's Payson J. Treat Fund for Library Program Development and Research.

NHPRC Grant Collaborators

Terry Catapano, Stephen Davis, & Dina Sokolova, Columbia University

Riccardo Ferrante & Lynda Schmitz Fuhrig, Smithsonian Institution Archives

Donald Mennerich, New York University Libraries

Susan Thomas, Bodleian Library, Oxford University

NHPRC Advisory Board

Jeremy Leighton John, Curator of eMANUSCRIPTS, The British Library

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Pam Maples, Innovation Director, John S. Knight Journalism Fellowships, Stanford University

Meg McAleer, Senior Archives Specialist, Manuscripts, Library of Congress

Chris Prom, Assistant University Archivist & Associate Professor of Library Administration University of Illinois at Urbana-Champaign

Ben Shneiderman, Distinguished University Professor, University of Maryland

Jeff Ubois, Program Officer, MacArthur Foundation
ePADD

Phase II – 2015-2018

HTTPS://LIBRARY.STANFORD.EDU/PROJECTS/EPADD
ePADD 5.0

Joshschneider released this on Mar 1 · 2 commits to master since this release

Assets

- epadd-discovery-standalone.jar 98 MB
- epadd-settings.zip 170 MB
- epadd-standalone.jar 99.5 MB
- epadd.dmg 162 MB
- epadd.exe 96.7 MB

Source code (zip)
Source code (tar.gz)

ePADD 5.0 user documentation

Releases for the appraisal, processing, and delivery modules; and the stand-alone discovery module.

These files including the epadd-settings.zip file below, which has also been updated are required to run these modules.

More about installation can be found here.
EPADD - 4 MODULES

- Appraisal
- Processing
- Discovery
- Delivery
Email of Governor Jeb Bush
Date Range: January 15, 1970 to January 9, 2011
Messages: 2198 incoming; 1134 outgoing.

About Jeb Bush

Unassigned

Accession ID: 2015-100
Title: Email from Governor Jeb Bush
Date: Aug 2015

Scope and contents
In August 2015, during his campaign, Bush released his email from jeb@jeb.org. Bush, who grew up in Houston, is the second son of former President George H. W. Bush and former First Lady Barbara Bush, and a younger brother of former President George W. Bush. He graduated from Phillips Academy in Andover, Massachusetts, and attended the University of Texas, where he earned a degree in Latin American affairs. In 1980, he moved to Florida and pursued a career in real estate development, and in 1986 became Florida’s Secretary of Commerce until 1988. At that time, he joined his father’s successful campaign for the Presidency. Bush announced his presidential candidacy on June 15, 2015. He suspended his campaign on February 20, 2016, shortly after the South Carolina primary and endorsed Senator Ted Cruz on March 23, 2016. Bush later made headlines by joining a group of Republicans who opposed the GOP nominee for president, Donald Trump.

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Notes
This email archive consists of two months of Bush’s emails released online in 2015. PII information has been removed.
Date: January 31, 2003 7:54am

From: *Bratina, Jill* <jill.bratina@...>

To: *Oviedo, Nina* <oviedo@...>, Governor Bush <jeb@...>


Subject: Thompson

ID: lebf4a1b0064bf0c91650a1a745bb2330c17df6625ab9f1a1978c

... " Thompson" Thompson Thompson Thompson Thompson

Medical Modernization Proposal

Secretary Tommy Thompson Secretary Governors new Medicaid states Medicaid Medicaid

... states $ Medicaid Medicaid $ Medicaid Medicaid $ Medicaid Medicaid
About Harrison Studio

The Harrison papers document the life and work of married couple Helen Mayer Harrison and Newton Harrison, leading pioneers of the eco-art movement, whose collaborative career began in the late sixties. Throughout their career, the Harrisons worked with biologists, ecologists, architects, urban planners and other artists, creating works that support biodiversity and community development.

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Notes

Email in accessions 2016-053 and 2016-054 were captured from the...
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<th>Name</th>
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<th>Outgoing messages</th>
<th>Mentions</th>
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<tr>
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<td>1134</td>
<td>0</td>
<td>2108</td>
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<tr>
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<td>Bridgit</td>
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<td>Eli</td>
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<td>Stuhl</td>
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<tr>
<td>Governor Jeb Bush</td>
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<tr>
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<tr>
<td>Jeb bush</td>
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<td></td>
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<tr>
<td>Gov. Jeb/miss Betty</td>
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<tr>
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<tr>
<td>JEB BUSH</td>
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<td>Gov. Bush</td>
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<tr>
<td>My Florida</td>
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</tbody>
</table>
On January 3, Judge Nikki Clark denied the motion of the Florida Public Employees Council 79, APSCME and AFL-CIO for a Temporary Injunction to preclude the University Board of Trustees from taking any action regarding personnel policies and collective bargaining procedures at the 12 state universities. Among the reasons for her order were that the plaintiffs had failed to show any injury that could not be remedied by monetary relief, if ultimately successful, and that the allegations regarding harm from potential promulgation of administrative rules was speculative and, if proven, could be remedied under administrative procedures. The judge also found no evidence of an emergency warranting an injunction.
have no control of him. He flips out if he doesn't get his way. His SSN is **123-45-6789**. Please try and slow him down before he kills himself or someone...
<table>
<thead>
<tr>
<th>Lexicon category</th>
<th>Messages</th>
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<tbody>
<tr>
<td>Employment</td>
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<tr>
<td>Health</td>
<td>398</td>
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<tr>
<td>Legal</td>
<td>331</td>
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<tr>
<td>Personal</td>
<td>241</td>
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<tr>
<td>Student</td>
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<tr>
<td>Addictive pharmaceutical drug use</td>
<td>57</td>
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<tr>
<td>Personally identifiable information</td>
<td>32</td>
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<tr>
<td>Crime</td>
<td>0</td>
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<tr>
<td>Recreational and performance enhancing drug use</td>
<td>0</td>
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</tbody>
</table>
## Sensitive Lexicon

### Personally Identifiable Information (Test)

- social security
- ssn
- credit card
- driver's license
- id
- visa
- master card
- american express
- passport
- bank account number
- credit card number
- discover card
- medical id
- bank of america
- capitalone
- bank of the west
- wells fargo
- credit union
- dob
- date of birth
- pcard
- procurement card

### Employment (Test)

- performance appraisal
- performance evaluation
- performance review
- promotion
- annual review
- confidential
- tenure
- salary
- recommendation
- reference letter
- grievance
- fired
- let go
- terminated
- demotion
- layoff
- letter of support
- search committee
- nomination
- harassment
- complaint
- harass
- sexual harassment
- sex discrimination
- gender discrimination
- concealment
- toxicant
- drunk
- warranted advances
- appointment
- promotion
- and tenure
- appointment and promotion
- tenure appeal
- tenure denied
- tenure denial
- denied tenure
- contract renewal
- compensation
- stipend
- salary
- compensation
- stipend
- background check
- job offer
- offer letter

### Student (Test)

- grade
- education record
- transcript
- student number
- student id
- expel
- probation
- academic probation
- cheat
- academic fraud
- plagiarize
- underage drinking
- under age
- underage drinking

### Health (Test)

- sick
- ill
- illness
- sickness
- medical
- surgery
- endoscopy
- hospital
- unwell
- depressed
- injure
- hurt
- injury
- injured
- injuries
- doctor
- surgeon
- surgical
- clinic
- le thal
- suicide
- laceration
- trauma
- traumatic
- schizophrenic
- disfigure
- radiation
- medicine
- wound
- foetus
- fetus
- fetal
- injury
- disease
- infection
- vomit
- puke
- puking
- seasick
- car sick
- nausea
- nauseous
- nauseating
- nauseated
- pallid
- wan
- miscarriage
- heart attack
- postpartum
- hemorrhage
- fracture
- casualty
- concussion
- biopsy
- malignant
- malignancy
- pancreas
- pancreatic
- gastric
- abdominal
- thyroid
- cervical
- cardiovascular
- colorectal
- ovarian
- gastrointestinal
- lung
- lungs
- thoracic
- oesophagus
- alzheimer
- parkinson
- pediatrician
- orthopedic
- cardiologist
- urologist
- oncologist
- gynecologist
- dermatologist
- neurologist
- anesthesiologist
- anesthetist
- geriatric
- spinal cord
- insurance policy
- hospital
- doctor
- medical record
- prescription
- medication
- treatment
- suicide
- heart bypass surgery
- mental
- anorexia
- drugs
- abortion
- mental illness
- psychiatrist
- dementia
- std
- diagnosis
- pregnant
- meds
- medicare
- cell
- liver
- spleen
SENSITIVE LEXICON
RECREATIONAL ... DRUG USE CATEGORY

marijuana | blunt | dope | ganja | grass | herb | joint | bud | "mary jane" | pot | reefer | sinsemilla | skunk | weed | hashish | hash | heroin | smack | horse | "brown sugar" | dope | junk | skag | "white horse" | "china white" | paregoric | cocaine | blow | bump | candy | charlie | coke | crack | flake | rock | snow | foot | meth | ice | crack | chalk | crystal | fire | glass | "go fast" | speed | mdma | "25-methylenedioxymethamphetamine" | ecstasy | adam | clarity | "everlast" | "lovers speed" | molly | uppers | rohypnol | "forget-me pill" | "mexican valium" | "R2" | roach | roche | roofies | roofino | rope | rophies | ghb | gamma-hydroxybutyrate | "georgia home boy" | "grievous bodily harm" | "liquid ecstasy" | soap | scoop | goop | "liquid X" | ketamine | ketalar | sv | "cat valium" | "special k" | "vitamin k" | phencyclidine | "angel dust" | pcp | "love boat" | "peace pill" | hog | "salvia" | mint | "sally-d" | dmx | robotripping | candyflipping | rob | "triple c" | LSD | "lysergic acid diethylamide" | heaven | mescaline | buttons | cactus | mescl | peyote | psilocybin | "magic mushrooms" | steroids | anadrol | oxandrin | durabolin | depo-testosterone | equipoise | roids | juice | "g" | thinner | gasoline | glue | butane | propane | aerosol | "nitrous oxide" | "nitrous nitrite" | isopropyl | gas | poppers | snappers | whippets | benzodiazepines | benzo | khat | gab | quat | chat | kra

Date: January 23, 2003 5:21 pm
From: Jeb Bush <jeb@lutheran.org> 2002
To: Laura Rankin ("email") - druginfo@drug.state.fl.us
Subject: FW: Continuation on xxxxxxxxxxxxx Case
ID: 445d4919d0c06da28e882bbd237e1786c4df33b326af6eb28913d39af2567c142 (Link)

---

Hi again, Jeb,

I forgot to mention a couple other important issues against xxxxxxxxxxxxx in relation to custody of minor children. One being that she might even have gainful employment. When the children were in Hawaii, they were on the Welfare System. Also, these babies are on and have been on the Welfare System for a number of years. I am concerned about the welfare of the children and the impact on the state's resources.
**OTHER “FINE-GRAINED” ENTITIES**

### Type: DISEASE

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<thead>
<tr>
<th>Entity</th>
<th>Score</th>
<th>Messages</th>
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<tbody>
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<td>Domestic Violence</td>
<td>1 2</td>
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<tr>
<td>Liver Disease</td>
<td>1 1</td>
<td></td>
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<tr>
<td>Substance Abuse</td>
<td>1 1</td>
<td></td>
</tr>
<tr>
<td>Multiple Sclerosis</td>
<td>1 1</td>
<td></td>
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<tr>
<td>Refractive Surgery</td>
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<td>Endothelial Dysfunction</td>
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<td>Hepatitis C Diagnosis</td>
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Showing 1 to 7 of 7 entries

### Type: Government Agency

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<tr>
<td>Florida Department of Education</td>
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<tr>
<td>Centers for Medicare and Medicaid Services</td>
<td>1 12</td>
<td></td>
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<tr>
<td>Florida Department of Health</td>
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<td>Florida Department of Management Services</td>
<td>1 5</td>
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<tr>
<td>Office of Management and Budget</td>
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<tr>
<td>United States Mint</td>
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<tr>
<td>National Science Foundation</td>
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<tr>
<td>United States Census Bureau</td>
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<td>Bureau of Labor Statistics</td>
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<tr>
<td>National Park Service</td>
<td>1 3</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 33 entries
And the people in AZ, discussing a bill to stop abuses by homeowners, serious this threat really is. Enjoy!

Warm regards,

Jan Bergemann
President
Cyber Citizens For Justice, Inc.
http://www.ccfj.net/

HOAAZcomic.jpg
Email of Governor Jeb Bush

343 Non-image attachments (282 unique)

May 14, 2002

Ms. Cyndi Grate

120 South 38th St.

Nicholas, Florida 33581

Dear Ms. Grate:

Thank you for your letter dated May 3, 2002 with your explanation of funds spent for bathroom modification. In your letter, you state that Frank Murillo can confirm the money you spent on supplies at Home Depot. Upon speaking with Frank Murillo on May 14, 2002, he advised that he never saw your receipts from Home Depot, nor does he have a copy so he is not able to confirm these funds spent as you state. He also advised that he refunded $200.00 to you because of your unhappiness with the bathroom cabinet and also redid the bathroom cabinet three (3) times to attempt to please you. This $200.00 needs to be returned to the Department.

In your letter you state that Adam’s services were cut off while matters were being settled. This is not accurate. His services have never been cut off.

As was previously discussed in the letter from Carl Littlefield, reimbursement for the conference was not approved by District Administration due to your failure to return receipts in a timely manner.

Your immediate attention to this letter will be greatly appreciated.

Sincerely,

Brenda Bryan, HSPD
Developmental Disabilities Program Office

cc: Jack Farley, Chief Legal Counsel
ASSIGNING AUTHORITIES

David Griffin

David Ray Griffin
From Wikipedia, the free encyclopedia

David Ray Griffin (Wilbur, Washington, born August 8, 1939) is a retired American professor of philosophy of religion and theology, and a political writer. Along with John B. Cobb, Jr., he founded the Center for Process Studies in 1973, a research center of Claremont School of Theology which seeks to promote the common good by means of the relational approach found in process thought. Griffin has published a number of books on the subject of the September 11 attacks, suggesting that there was a conspiracy involving some elements of the United States government.

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3.1 About philosophy, theology, and religion
3.2 About the September 11 attacks
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Life and professional career

David Ray Griffin is a longtime resident of Santa Barbara, California and was a full-time academic from 1973 until April 2004. He is currently a co-director of the Center for Process Studies and is one of the foremost contemporary exponents of process theology, founded on the process philosophy of Alfred North Whitehead and Charles Hartshorne.

Griffin grew up in a small town in Oregon, where he was an active participant in his Disciples of Christ church. After deciding to become a minister, Griffin entered
EXPORTING

- DISCOVERY
- DELIVERY
- ATTACHMENTS
EXPORTING

- HEADER INFORMATION
- AUTHORITIES
GROWING OUR USER COMMUNITY

British Library
Brown University
California Inst. of Technology
Center for Jewish History
Columbia University
Duke University
Emory University
Fordham University
Getty Research Institute
Harvard University
Hoover Institute
Indiana University - PUI
Museum of Modern Art
National Library of NZ
New York Philharmonic
New York Public Library
New York University
Princeton University
Rockefeller Archive Center
Royal Library of Copenhagen
Smith College
Stanford University
University of California, Berkeley
University of California, Irvine
University of California, Los Angeles
University of Copenhagen, Denmark
University of Illinois - UI
University of Minnesota
University of Southern California
University of Texas at Austin
University of Virginia
Wildlife Conservation Society
Outreach - The University Archivist will be the primary promoter and representative of the archives to the University community and to external organizations and individuals. The Archivist will collaborate with other staff to curate University history-centered exhibitions, and prepare University-history focused content for a variety of outlets including social media and websites.

Public Service - The University Archivist will have regular hours at the reference desk and will work alongside colleagues in assisting students, faculty, fellows, and scholars with the discovery of appropriate resources for their research needs. The Archivist will serve as the primary contact for research inquiries pertaining to University history.

Qualifications, Required
- ALA-accredited MLIS/MIS in library and information science or advanced degree in a relevant discipline with applicable experience
- Minimum of four years of experience in an archival or special collections environment working directly with collections
- Experience in appraisal, processing, reference, and outreach activities
- Ability to work with born digital material and to preserve digital formats
- Excellent project management skills
- Outstanding interpersonal and collaborative skills
- Microsoft Office

Qualifications, Preferred
- Experience working with University Archives, web archiving, and digital repositories
- Supervisory experience
- Experience with instruction
- Archival certification
- Knowledge of ArchivalDITA or similar digital archiving tool
- Knowledge of ePADD
- Knowledge of Avalon media system
- Knowledge of basic records management best practices
- Experience with ArchivesSpace (or Archon, Archivists Toolkit) and Aeon
- Experience with Archive-It or similar web archiving tool

Knowledge of ePADD!
Welcome to ePADD.

ePADD is a platform that allows researchers to browse and search historical email archives.

Messages have been redacted to ensure the privacy of donors and other correspondents. Please contact the host repository if you would like to request access to full messages, including any attachments.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Messages</th>
<th>Correspondent</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buckminster Fuller</td>
<td>13</td>
<td>Jan 28, 2001 - Dec 16, 2004</td>
<td></td>
</tr>
<tr>
<td>Zack Fuller</td>
<td>2</td>
<td>May 17, 2004 - May 17, 2004</td>
<td></td>
</tr>
<tr>
<td>Margaret Fuller</td>
<td>2</td>
<td>Dec 02, 2003 - Dec 05, 2003</td>
<td></td>
</tr>
<tr>
<td>William Fuller</td>
<td>8</td>
<td>Feb 27, 2002 - Feb 22, 2005</td>
<td></td>
</tr>
<tr>
<td>Heather Fuller</td>
<td>7</td>
<td>Oct 19, 1998 - Nov 02, 2004</td>
<td></td>
</tr>
<tr>
<td>Buckminster Fuller</td>
<td>3</td>
<td>Nov 28, 2001 - Jan 11, 2002</td>
<td></td>
</tr>
<tr>
<td>R. Buckminster Fuller</td>
<td>2</td>
<td>Dec 18, 2002 - Dec 19, 2002</td>
<td></td>
</tr>
<tr>
<td>Bucky Fuller</td>
<td>2</td>
<td>Jun 05, 2002 - May 02, 2003</td>
<td></td>
</tr>
<tr>
<td>diana fuller</td>
<td>1</td>
<td>Jun 14, 2002 - Jun 14, 2002</td>
<td></td>
</tr>
<tr>
<td>Nov Heather Fuller</td>
<td>1</td>
<td>Aug 26, 2002 - Aug 26, 2002</td>
<td></td>
</tr>
<tr>
<td>Adele Fuller</td>
<td>1</td>
<td>Apr 16, 2001 - Apr 16, 2001</td>
<td></td>
</tr>
<tr>
<td>Nicole Brossard &amp; Heather Fuller</td>
<td>1</td>
<td>Jan 15, 1999 - Jan 15, 1999</td>
<td></td>
</tr>
<tr>
<td>stephanie fuller</td>
<td>1</td>
<td>Dec 22, 2003 - Dec 22, 2003</td>
<td></td>
</tr>
<tr>
<td>Simon Fuller</td>
<td>1</td>
<td>Dec 24, 2003 - Dec 24, 2003</td>
<td></td>
</tr>
</tbody>
</table>
FUTURE DIRECTIONS

101 Criteria to Evaluate Email Archival Software!

Peter Chan, ePADD Project Manager

## Categories

<table>
<thead>
<tr>
<th>Categories</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Transfer of Emails to Institutions</td>
<td>There are different ways to transfer emails to institutions. Institutions need to decide on their strategy before they start.</td>
</tr>
<tr>
<td>B. Normalization of email files to MBOX or EML or XML (compliant with EXAS schema)</td>
<td>Emails comes in many file formats and can follow many protocols. We need to normalize them for appraisal, processing and/or long term preservation.</td>
</tr>
<tr>
<td>C. Attachments / Embedded links</td>
<td>Email messages can include attachments and embedded links. The inability to read these files or links means you are missing some information.</td>
</tr>
<tr>
<td>D. Detection and Management of Irregular Email Messages</td>
<td>Email messages might be missing headers or be otherwise malformed. This is especially true for older email messages. Users may need to be educated about the extent of these issues.</td>
</tr>
<tr>
<td>E. Identification and Handling of Sensitive Information</td>
<td>Better screening of sensitive messages may encourage more people to donate their email archives. Processing email archives likewise requires tools for screening of sensitive messages.</td>
</tr>
<tr>
<td>F. Information Retrieval Functions</td>
<td>Multiple search strategies provide users multiple means to find information.</td>
</tr>
<tr>
<td>G. Classification / Grouping of Contents</td>
<td>Search is no use if users do not know what to search. Classifying messages into different categories is crucial.</td>
</tr>
</tbody>
</table>

### H. Label / Annotation Functions

Users can organize messages using their own terms.

### I. Providing Access to of Email Archives Online and in a Reading Room

Users will benefit if more information about email archives is available online, so that they can do initial research before visiting a collecting institution. Likewise users will benefit from additional support when conducting research on email in a reading room.

### J. Integrate with Digital Preservation Repositories

Email archival systems are not preservation repositories. They should support integration with properly managed digital preservation systems.

### K. Interoperability

Institutions have many different systems which may benefit from sharing common data with the email archival system. Successful sharing of data may align business functions and help users discover more information about the email collection.

### A. Transfer of Emails to Institutions

<table>
<thead>
<tr>
<th>Batch / Real Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Connect to IMAP server and save messages as mbox or eml files</td>
<td>ePADD, MailStore Server, Aid4Mail, Thunderbird</td>
</tr>
<tr>
<td>2. Connect to POP3 server and save messages as mbox or eml files</td>
<td>MailStore Server</td>
</tr>
<tr>
<td>3. Connect to MAPI server and save messages as mbox or eml files</td>
<td>MailStore Server, Aid4Mail</td>
</tr>
<tr>
<td>4. Connect to SMTP server and save messages as mbox or eml files</td>
<td>Aid4Mail</td>
</tr>
<tr>
<td>5. Connect to other email servers and save messages as mbox or eml files</td>
<td></td>
</tr>
</tbody>
</table>

Archiving email

Using ePADD to screen and transfer your email to the Stanford University Archives

What is ePADD? ePADD is software that enables you to efficiently screen your email for private information, and transfer it to the Archives, so it can be preserved and support teaching, learning, and research at Stanford and beyond.

ePADD allows you to share only the email you select with the Archives. It can also help you identify and set access restrictions if necessary. If you are unable to carry out this work yourself, ePADD also enables us to easily restrict access to materials according to criteria you define.

ePADD was developed by computer scientists and archivists at Stanford, in collaboration with donors, archivists, and scholarly researchers.

Why Use ePADD? Like handwritten correspondence before it, email represents the lifeblood of historical scholarship. Email offers singular insight into and evidence of self-expression, collaboration, networks, and transactions.

https://library.stanford.edu/spc/university-archives/transferring-your-records/archiving-email
FUTURE DIRECTIONS:

LOD
Visit library.stanford.edu/projects/epadd
Follow @e_padd
Watch youtu.be/vu1Oi8TiGiU
Receive epadd_list@stanford.lists.edu
Download / Contribute github.com/epadd
Participate epadd.nimeyo.com
Reach epadd_project@stanford.edu