TOMES

Transforming Online Mail with Embedded Semantics

State Archives—About Us

› A division of the Department of Natural and Cultural Resources

› Collects, preserves, and makes available for public use historical and evidential materials relating to North Carolina. (any format—paper, film, **electronic**)

› Creates guidelines and rules for the orderly retention and disposition of public records.

› The records preserved by the division secure individual citizen rights, document government, and preserve the history of NC.

Transforming Online Mail with Embedded Semantics (TOMES)

› NHPRC State Government Electronic Records Grant

› 2015 – 2017

› Partnership between State Archives of NC, Utah State Archives, and Kansas State Historical Society

› Advisory group includes Cal Lee (UNC-Chapel Hill), Chris Prom (University of Illinois Urbana Champaign), and staff from the Library of VA

What should we keep?

Building Relationships

› Department of Information Technology
– "Tagging" accounts by function

› Government Records Section, SANC
– Reaching out to State Agencies' CIOs through records analysts to understand organizational structures

› Office of State Human Resources
– Include in "tagging" of accounts

The Blazed Trail
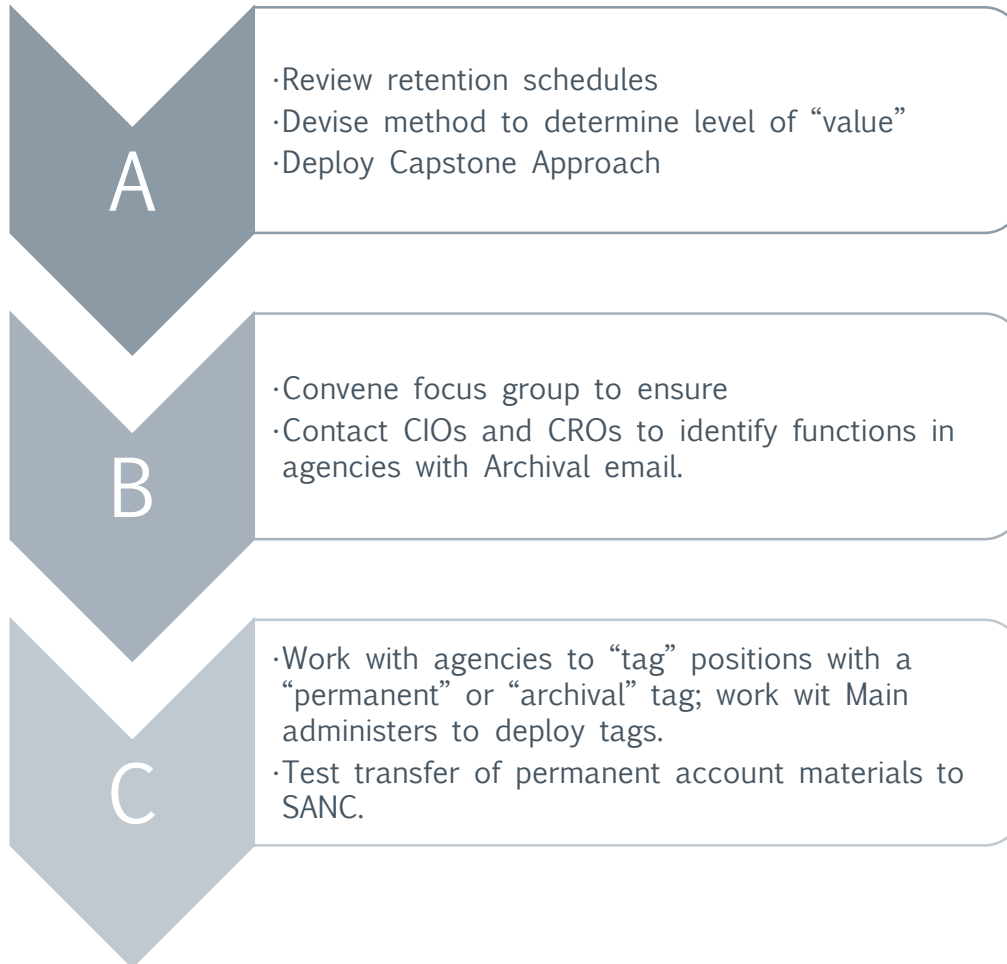

› EMCAP

› ePADD

› Stanford NER

› GATE

› Minezy

The Product, After the Process

› Development of State Government specific NLP libraries for use in the processing of email accounts containing public records

› An MPLP approach to the arrangement and description of email

› The ability to identify materials that should be reviewed for PII before release to public

Hey archivists, I'm really happy for you, I'll let you finish looking for paperclips, but MPLP is the best processing philosophy of all time!

How does this affect you?

A
- Review retention schedules
- Devise method to determine level of "value"
- Deploy Capstone Approach

B
- Convene focus group to ensure
- Contact CIOs and CROs to identify functions in agencies with Archival email.

C
- Work with agencies to "tag" positions with a "permanent" or "archival" tag; work wit Main administers to deploy tags.
- Test transfer of permanent account materials to SANC.

› Recognize that not all email accounts are archival

› Engage the agency community

› Develop methods and workflows to transfer archival accounts

TIMELINE FOR NEXT 2015-2016

State Archives of
North Carolina
NATURAL AND
CULTURAL RESOURCES

› Focus group convened—Dec 2015

› Outreach to agencies—Jan 2015

› Convene focus group to choose & test possible solution scenarios— Feb.- April

› Functional scheduling initiative— runs concurrently

› Check in with CIOC every 6 Months

Contact Us

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