

# Email Archives: Building Capacity and Community

## ABOUT THE PROGRAM

*Email Archives: Building Capacity and Community* is a four-year program seeking to build email archiving capacity in archives, libraries, and museums. The program, which is sponsored by the Andrew W. Mellon Foundation, will fund projects of \$25,000 to no more than \$100,000 dollars. The goal of this project is to build a broad community of institutions that actively preserves email as part of their research collections.

## PROJECTS TO CONSIDER

We request proposals for institutional or collaborative projects that will implement recommendations such as those found in the [Future of Email Archives Report](#).

### Short-Term Actions

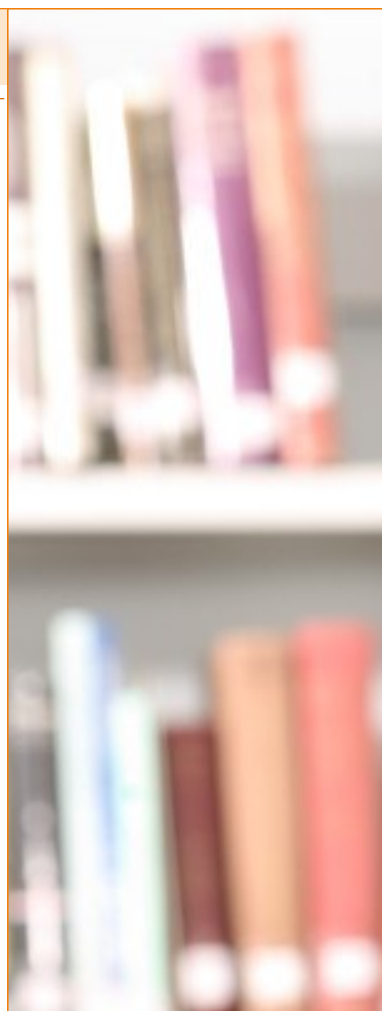
*Reference 6.2.1 Low Barrier/Short-Term Actions*

- ◇ **Assess Institutional Readiness for Email Collections**
- ◇ **Demystify Email Archiving for Collection Donors**
- ◇ **Maintain Assessment of Email Tools**
- ◇ **Test Existing Tools for Data Impact and Data Loss**
- ◇ **Improve Format Identification, Characterization, & Validation Tools**

### Long-Term Activities

*Reference 6.2.2 High-Impact/Long-Term Activities*

- ◇ **Improve Tools for Sensitivity Review**
- ◇ **Sustain the Email-Archiving Community**
- ◇ **Develop Criteria for Email Authenticity**
- ◇ **Demonstrate Value for Email as Research Data Source**
- ◇ **Improve the Internet Engineering Task Force (IETF) Request for Comments Standards Documentation for MBOX**
- ◇ **Improve Standards Documentation for EML**
- ◇ **Improve Options for PDF in Email-Archiving Workflows**

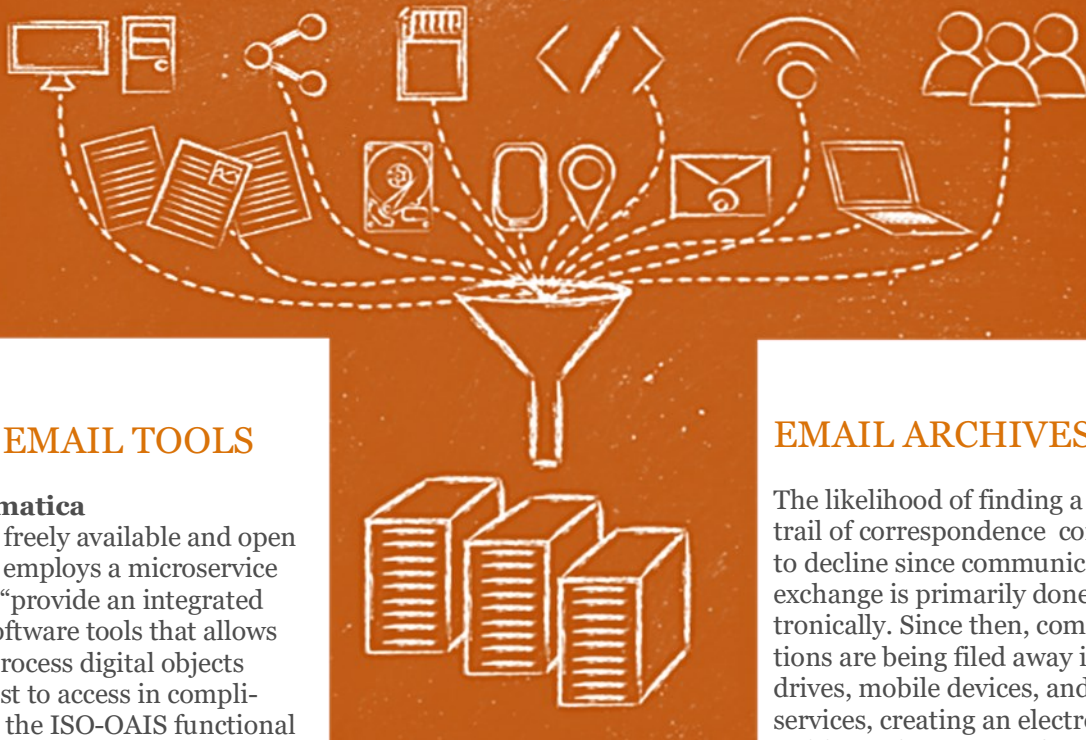


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## GRANT FAQs

- ◇ How much support may be requested?  
**\$25,000-\$100,000**
- ◇ When is the pre-submission deadline?  
**June 5, 2020**
- ◇ Is cost share required?  
**No**
- ◇ When is the submission deadline?  
**June 30, 2020**



## SOME EMAIL TOOLS

### Archivematica

System is freely available and open source. It employs a microservice design to “provide an integrated suite of software tools that allows users to process digital objects from ingest to access in compliance with the ISO-OAIS functional model.”

### DARcMail (Digital Archive Mail System)

Developed by the Smithsonian Institution (SIA), DARcMail is designed to be used for initial appraisal, preservation, and access. Retains the logical arrangement of the original account in both Archival Information Package (AIP) and Dissemination Information Package (DIP) packages.

### Preservica Standard Edition

Not an email-specific tool, but can contribute to the long term preservation and dissemination of email

content. It provides fully automated ingest procedures; advanced users can employ a Submission Information Package creator tool.

### ePADD (Email: Process, Appraise, Discover, Deliver)

Developed by Stanford University Libraries, with technical support from Sudheendra Hangal. It is open-source and has implemented its own natural language process (NLP) toolkit. It supports appraisal by donor or curator, processing, discovery, and delivery of full-text unrestricted messages and attachments.

## EMAIL ARCHIVES

The likelihood of finding a paper trail of correspondence continues to decline since communication exchange is primarily done electronically. Since then, communications are being filed away in hard drives, mobile devices, and cloud services, creating an electronic trail waiting to be preserved and used as historical source materials.

Email archiving is all about the ways archivists work to preserve email’s value for the evidence it can provide about the past. It is still an emerging practice, offering different approaches. The *Email Archives: Building Capacity and Community* grant program seeks to help institutions build communities which solidify those practices.

We invite you to be a part of this important initiative by submitting a proposal!

*“Email preservation is a matter of intense public interest and speaks to the functions of public trust that archives and libraries uphold.”*

## SUBMITTING A PROPOSAL

For more information about the program and submitting a proposal, please visit the *Email Archives: Building Capacity and Community* project website.

<https://emailarchivesgrant.library.illinois.edu/>