



Africa Programme

Programme pour l'Afrique

Digital Records Curation Programme (DRCP) - English Version

Week 5 – Class: Email Management

Learning Outcomes

At the end of this class, students should be able to:

- explain how emails can be important organisational assets
- understand the different approaches to managing emails within originating organisations
- understand the challenges archives face when processing email collections

Lesson Plan

1. Introduction

Ask students to summarise their learning from the previous class.

2. Lecture – Approaches to Email Management (20 minutes)

Use the DRCP slides for this class to provide a short lecture on approaches to email management.

3. Group Work – Email appraisal (20 – 30 minutes)

Work in groups to compare the TNA and NARA policies (see Handbook).

- Which of the two policies would be most beneficial to different groups of stakeholders: Consider the interests of:
 - an end-user within an originating organisation;
 - the originating organisation itself;
 - the national archives; (or of a collecting archive if more appropriate);
 - researchers (such as historians).
- Which policy would they recommend that their organisation adopts?
- Having made the policy decision, what would they ask end users to do, how would they monitor it?
- What issues and challenges do they anticipate with their chosen approach? How would they go about trying to mitigate them?

4. Group Work – ePADD (40 minutes)

If possible, set up ePADD and develop an exercise that allows students to explore its functionality. If this is not possible, download the explanatory video on the ePADD site and show it to your students, so they have an overview of what it does.

<https://library.stanford.edu/projects/epadd>.

You can then present your students with the following scenario:

One of the most famous poets in your country has offered to donate their email account to your archive. Your archive has open source software (of which ePadd is one example) to process the collection. Describe what steps you would take to process the archive. What problems are you likely to encounter? What would you expect from the donor? What might they expect from the archive? What type of access do you envisage giving to researchers?

5. Conclusion

Summarise what you have covered in class in relation to learning outcomes for this class.