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
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 with Main administrators 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

› 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
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