

Metadata for E-mail

Collection Level Metadata

SIP #: _____ AIP#: _____ Accessioning Archivist _____

Collection Name: _____ Accession #: _____

Record Group: _____ Series: _____

Depositing organization: _____

Contact name: _____

Address: _____

Telephone: _____ E-mail _____

Type of Deposit: Deed of Gift Loan Storage Other _____

Date Range: _____ to _____

Terms/Restrictions: _____

Copyright: Yes No Describe: _____

Sensitive Data: Yes No Encrypted: Yes No Key: _____

Type content: Text Images, still Images, dynamic Database

Audio GIS CAD Spreadsheet Proprietary program Website

Other (describe) _____

From Server/Type Media: _____

Removable Media ID Name / #	Byte size	# Folders	# Sub-Folders
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Metadata for E-mail

E-mail Account Level Metadata¹ (complete separately for each account in ingest batch)

Collection Name: _____ **Accession #:** _____

Record Group: _____ **Series:** _____

Author's Name: _____

Author's E-mail Address: _____ **Computer ID#** _____

Author's Title: _____ **Department:** _____

Employed: _____ **to** _____ **This Position:** _____ **to** _____

E-mail application(s): Outlook Outlook Express Mozilla Apple

Eudora Entourage GroupWise Other _____

Attachment formats:

■ **Text:** MS Office Suite Corel Other _____

■ **Graphics:** Adobe PhotoShop, Illustrator MS Publisher

Macromedia Fireworks/Freehand MS Image Composer Quark

TIFF GIF Jpg/JPEG JPEG 2000 Bitmap

Other _____

■ **Database:** Dbase III Lotus Notes MS Access

MS SQL server Sybase SQL server Other _____

■ **Web/HTML:** Adobe PageMill MS FrontPage Real Media

Macromedia Dreamweaver Active Server Page

Macromedia Cold Fusion Macromedia Flash/Shockwave

Other _____

■ **Architectural/Engineering:** AutoCAD MS Visio

Other _____

¹ Automatic extraction of recipients, senders, attachment creators, and subjects of mail and attachments

Metadata for E-mail

- Scientific: GIS Other _____
- Proprietary: _____
- Other: _____

E-mail Folder Level Metadata (complete separately for each folder in account's ingest batch)

Collection Name: _____ Accession #: _____

Record Group: _____ Series: _____

Author's Name: _____

Removable Media ID Name / #	Folder Name	Byte Size	# Sub-Folders
_____	_____	_____	_____

Sub-Folder Name	Byte Size	# Messages	# Attachments	#Embedded
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Date range: _____ To _____

Migrated/refreshed/Virus scanned Before Accessioned:

From Format/version/Media	To	Virus	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Retention: Permanent 20 Years 10 Years 5 Years Other _____

Refresh/migrate Schedule Dates: _____