

2019-04-25

In-person Meeting at Long Beach Hilton, SCA Annual General Meeting

Attendees:

- [Marlayna Christensen](#)
- [Kevin C Miller](#)
- [Matthew Stahl](#)
- [Teresa Mora](#)
- Andrew Lippert

Discussion items

Time	Item	Who	Notes
45 minutes		Matthew Stahl	<p>Email Discussion Notes</p> <p>Riverside- Hired new University Archivist starting in June, Andrea. Will be serving as Records Manager and University Archivist.</p> <p>Email- whose should we capture? Capstone approach? Misses out on bottom-up approach, but is email the best approach to capture student life?</p> <p>Multi-pronged approach. Chancellor's email, Associated Students</p> <p>Teresa- Larger University Archives collection policy- see how email fits into that</p> <p>Administrator email, EVC, Deans. Legal counsel involvement?</p> <p>FOIA implications, we are a public institution</p> <p>Epadd at San Diego, Records Manager has email of former Chancellor, Marlayna talking to them about email, showing how it will be handled, looking for confidential email</p> <p>Common message from UCAC- here's what you can expect. Built into the records management policy already, but not really understood or enforced. Not intending to put up on web or make widely available.</p> <p>Joint policy with Records Managers that we can present to UCOP. Marlayna provided epadd demo to her records manager. Perhaps we can provide demo to Records Manager Group.</p> <p>Email is still being processed and not data dumped- can make them more comfortable with the process and then decide whose email we should archive (varies by campus)</p> <p>May 16 next Records Managers in-person meeting, UCSD can present demo of epadd to RMG.</p> <p>Action Items:</p> <p>Make list of all groups who should be involved in email policy: RMG, born-digital CKG, UCAC, HOSC, DOC, COUL, Digital Preservation Strategy Working Group</p> <p>Convene task force to develop policies, asking them to identify people to work with us</p>