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DAVID project bimonthly Newsletter, No.12, June 2002

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## ARCHIVING E-MAILS AT THE CITY OF ANTWERP

Building on the DAVID report on e-mail archiving, Antwerp City Archive has started to implement an archiving strategy for e-mails and their attachments within the City of Antwerp. The pilot project mounted in the personnel department involves some one hundred e-mail users. The project consists of circulating special headers for incoming and outgoing e-mails, setting up a file structure for digital documents that need to be archived, and training. Once the pilot project has been evaluated, ways will be sought of extending the archiving strategy to cover all the administrative departments. We'll keep you posted!

## MAGNETIC DATA MEDIA FOR THE ARCHIVE

We've had *CDs for the archive*; now there's also a contribution about magnetic media. Many magnetic media are in fact used as the medium for various kinds of digital archive documents (audio, video and computer files). The report examines the types of magnetic media that can be used for archiving and looks at suitable storage methods, covering the main physical and logical standards. It also advises on how to preserve and handle the magnetic media and describes how they can be recuperated if damaged.

## DIGITAL ARCHIVING: GUIDELINES AND ADVICE

Two new documents have appeared in the *Digital ArchiVing: guidelines and advice* series:

*Standards for file formats (No.4)* consists of recommendations relating to the use and storage of archive documents in file formats with the status of an official or *de facto* standard. The recommendation lists standard file formats for textual documents, raster and vector representations, sound files and video images. As most file formats can be used in different ways, in each case it specifies the appropriate parameters and options from an archiving perspective. Further information about each file format is to be found in the DAVID report, *Standards for digital archive documents*.

*Durable magnetic media* (No. 6) synthesizes the recommendations made in the *Magnetic media for the archive* article; these are applied in practice wherever possible.

### **ARCHIVING WEBSITES: FILMING WEBSITES**

An alternative strategy for archiving websites is filming the webpages while the website with archival value is browsed by the visitor. A screenrecorder can be used for this purpose. A screenrecorder is a software application which records screenshots of the webpages. The sequence of screenshots can be exported to a videofile. The screenrecorder is capable to record dynamic and interactive elements (e.g. sound, animation). On the dutch part of the DAVID website is a videofile available which contains the part of the DAVID website about e-mailarchiving (Davidwebsite.avi).

### **NEW ON THE WEBSITE**

New on the website:

F. BOUDREZ, *Magnetic media for the archive*, Antwerp, 2002.

F. BOUDREZ, *Standards for digital archive documents* (added: PostScript, Universal Disk Format, ANSI Labeled Tapes/ISO-1001, System Independent Data Format)

*Digital ArchiVing: guidelines and aDvice No. 4. Standards for file formats.*

*Digital ArchiVing: guidelines and aDvice No 6. Durable magnetic media.*

### **COMING UP**

F. BOUDREZ, S. VAN DEN EYNDE AND W. VANNESTE, *Archiving documents relating to local council decision-making.*

### **NEWSLETTER**

Next Newsletter: end August 2002. All the previous Newsletters can be consulted on the website.