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NEW MEMBERS OF STAFF FOR DAVID

DAVID is soon to have two new members of staff. Sofie Van den Eynde has left the ICRI and the DAVID project. Her place is to be taken by an expert in law. (<http://www.law.kuleuven.ac.be/icrinew/vacancies.php>)

In June the Fund for Scientific Research (Fonds voor Wetenschappelijk Onderzoek) approved our request to expand and DAVID will be allocated a third scientific member of staff for the year 2003. The job description and application process will be published shortly in the press, on the DAVID website and via the City of Antwerp Personnel Department.

E-MAIL ARCHIVING AT THE CITY OF ANTWERP

Meanwhile the e-mail archiving pilot project at the Personnel Management department and Antwerp City Archive continues. Most of last month was spent fine-tuning the relevant e-mail headers and looking for a solution to the XML archiving of e-mails.

To make it possible to integrate the relevant transmission and contextual data into the e-mails, extra fields were added to the standard headers for outgoing and incoming e-mails. Those participating in the pilot project have to fill these fields in manually in the first version of the headers they received. This is fairly time-consuming for the e-mail user and is not particularly user-friendly. By way of a solution to this problem, scripts were written which as far as possible automatize these fields. In the ATTACHMENTS field the file names of the attachments are filled in automatically when the user inserts a file. The addressee can fill in the empty ATTACHMENTS field with the proverbial touch of

a button. From now on, the file name, which is found in the field SENDER or ADDRESSEE LIST, can be retrieved by browsing through the file structure.

DAVID's research revealed that e-mails are best archived as XML files. The e-mail packages currently available, however, make no provision for exporting e-mails as XML files. By way of experiment, an ad hoc solution was sought within the Microsoft Exchange-Outlook environment. XML export can easily be carried out by means of a VBAMacro within MS Outlook. Two macros were written: one for exporting individual e-mails and one for exporting the content of a complete Outlook file as separate XML files.

NEW ON THE WEBSITE

English versions of the DAVID reports *Archiving e-mails* and *Archiving websites* are now available for consultation on the DAVID website.

COMING UP

F. BOUDREZ, *<XML/> and digital archiving*, Antwerp, 2002.

NEWSLETTER

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