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## REPORTS

F. BOUDREZ and S. VAN DEN EYNDE, *Archiving e-mails*, Antwerp-Leuven, 2001.

Work on the report on archiving e-mails is nearing completion and is due to appear around the end of November. In the light of this report, a best practice for e-mail archiving was developed by way of example. Antwerp City Archive will soon be putting this best practice to the test. In the meantime, a description of the different steps has been added to the DAVID website. Furthermore, two articles relating to e-mail archiving will be published shortly in the 'Library and Archive Guide' (Bibliotheek - en Archiefgids). In the first article, Sofie Van den Eynde describes the legal aspects of e-mail archiving, while in the second part Filip Boudrez deals with archiving itself.

F. BOUDREZ and S. VAN DEN EYNDE, *Archiving websites*, Antwerp-Leuven, 2001.

The report on archiving websites is also in its final stages. The complete report will be available for consultation on the website by the end of the year. By that time, after archiving previous City of Antwerp websites, we will also have some practical experience behind us. The presentation used during the lecture on website archiving at 'Informatie 2001' is now on the DAVID website. It is accompanied by a portal site, which demonstrates how a website archive and the related meta-data can be made available to the user. The archived websites themselves are not available for consultation on the web-server.

## CD'S FOR THE ARCHIVE

CD's are being used with increasing regularity for storing digital archive documents, because CDs are generally regarded as durable. Every archivist can create his or her own archive CDs with audiotracks, datafiles or images. As a medium for digital archive documents, CDs must meet a number of

requirements regarding quality. Moreover, a code of practice needs to be established in answer to such questions as: How should material be transferred onto CD? How can we check the authenticity of CDs? How should we treat CDs? How should they be stored? This article takes a brief look at the most important considerations. (Dutch only for the moment)

## WEBSITE

New on the website:

W. VANNESTE, *The archival service on the internet: an interactive service.*

F. BOUDREZ, *Standards for digital archive documents.*

F. BOUDREZ, *CDs for the archive.*

F. BOUDREZ and S. VAN DEN EYNDE, *DAVID project glossary* (update)

## AGENDA

Reports

F. BOUDREZ and S. VAN DEN EYNDE, *Archiving e-mails* (end November).

F. BOUDREZ and S. VAN DEN EYNDE, *Digital archiving of websites* (end December)

Newsletter

Next newsletter: end December 2001. All the previous newsletters can be consulted on the website.

Lectures

23 November: Brabant Archivists' Day (Oudenbosch, the Netherlands)

F. Boudrez, *Archiving e-mails*

7 February 2002: E-government: improve the organization behind your interactive service (IIR, Diegem)

F. Boudrez, *The digital Antwerp City Archive*