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**Interdisciplinair centrum voor
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DAVID project bimonthly Newsletter No. 9, December 2001

CONTENT

Publications
Archiving websites
Guidelines - Manuals
Website
Agenda

PUBLICATIONS

Two articles, produced as part of the DAVID project, were published recently in the 'Library and Archive Guide' (Bibliotheek- en Archiefgids). The first part about the rights and duties of the records manager when archiving e-mails, appeared in the October issue. The second part explains the different strategies for archiving electronic post efficiently. Published in the December issue of the 'Library and Archive Guide', this article also appears in its entirety on the DAVID website.

ARCHIVING WEBSITES

A number of new items relating to the archiving of websites have been included on the DAVID website:

- a report on the archiving of the first two versions of the City of Antwerp website
- a downloadable XML file for the meta-data.

Antwerp City Archive now has a website archive. The first websites to be archived by the City Archive can be consulted in the reading room. These are the first two versions of the City website, the current website of Antwerp City Archive itself, the Van Dyck Year website and Het Paleis website.

GUIDELINES - MANUALS

Three documents containing guidelines and tips have been drawn up to enable the administration to store its digital files in an orderly and structured manner. The documents deal with: preserving e-mails off line, folder structure and file names for digital documents, and making CDs for the archive. The guidelines appear on the Antwerp City Archive website (<http://stadsarchief.antwerpen.be>).

WEBSITE

A number of the web-pages on the DAVID website have been revamped (see <http://www.antwerpen.be/david>). Moreover, the 2000 and 2001 annual reports have been placed on the website.

A section on digitalized audio-visual archives has been added under 'cases'.

AGENDA

Newsletter

Next newsletter: end February 2002. All the previous newsletters can be consulted on the website.

Lectures

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

F. Boudrez, *The digital Antwerp City Archive*