

**State Electronic Records Initiative, Introductory Electronic Records Institute
July 8-12, 2013, Indianapolis, Indiana
Access Discussion Questions
Instructor: Cal Lee**

Group 1: When acquiring a disk as part of a collection, should you create a bit-level image of the disk, in order to ensure the potential to recreate not only the “payload” data of files but also various forms of information within and below the filesystem?

Group 2: Should you retain “hidden” data in a Word document or only retain what you assume to be the text that the author intended?

Group 3: You’re responsible for managing a Microsoft Outlook .pst file over time (including saved and sent messages, calendar items, draft and deleted messages, address book, and viruses). Should you retain the whole .pst file or extract messages and attachments that were sent and received?

Group 4: If a collection documents the life of an individual, how would you determine the appropriate scope for collecting information associated with that person’s online presence (e.g. postings, affiliations, profiles, micro-contributions)?

Group 5: If your institution routinely “normalizes” submitted files into designated file formats, are you obligated to ensure that the normalization doesn’t violate the intentions of creator or other interested stakeholders? If so, what does this obligate you to do specifically?

Group 6: Someone cropped a set of images in order to remove sensitive parts, but the images still have pixel information and embedded thumbnail reflecting the “removed” parts. How should you approach the management of the images?

Group 7: How should archivists deal with materials that are encrypted in the following ways?

- At file level, encrypted by applications
- At file level, encrypted by operating system
- Applied to entire storage volume

Group 8: After analyzing your server logs, you identify a large number (the majority) of uses of one of your main online collections by a group of scholars in Europe. What are your responsibilities for serving those users? What’s your rationale for committing resources to meeting their needs?