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Executive Summary
Analysis of EOP Email in Preparation for Turnover of Presidential Records to NARA
August 4, 2008

In the fall of calendar year 2005, the Office of Administration's (OA), Office of the Chief Information Officer (OCIO) performed an inventory of email message archives maintained by the OCIO. Information from that inventory was collected and analyzed. The results of the analysis were examined through the use of spreadsheets, referred to as the "Red/Yellow Chart." That initial analysis demonstrated that email retention was an EOP priority and that tighter management controls were needed in order to protect the data of these electronic records.

The 2005 analysis also identified EOP components for which message levels were considered low for certain days ("yellow" days) or for which there may have been zero messages captured ("red" days). The concern generated by these initial findings prompted the OCIO to undertake an extensive analysis of the email inventory for the period in question and also in preparation for turnover of Presidential records to the National Archives and Records Administration (NARA) at the transition of the current Administration.

Three-Phased Approach

To approach the analysis, the CIO assembled a top-level team from across the organization and insisted upon coordination with the CIO several times each week. The team approached its task in three phases:

Phase I of the project consisted of an analysis of the existing inventory of PST (personal storage table) data files that were created in connection with email messaging using Microsoft Exchange in order to provide a comparison with the 2005 Red/Yellow Chart. Improved technology was used to scan and index the results.

Phase II involved the analysis of the inventory using a new scanning and indexing tool to recognize messages by reading message header information (sender, recipient, and date), indexing and storing the results in a database for the purpose of generating reports, and initiating discussions with NARA about days that may require restoration. The ability to read message header information rather than being restricted to PST file information provided more accurate allocation of messages to the appropriate EOP component.

Phase III will provide resources to recover messages using disaster recovery backup tapes for days that are determined to require restoration. The result will be the ability to transfer the complete inventory of Presidential email records to NARA.

Phase I Analysis

The Phase I analysis generally consisted of two parts: First, the team thoroughly examined the results of the 2005 analysis. Second, better tools were used to scan and re-index

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