

## Handout 2

### 2010 Emails

Name	Email Address	Date	Subject	Explanatory Notes for Attendees
Simon ???	Organisation Address	03/05/2010	Swan River Trust Recordkeeping Scope of Work	This has got the organisation's name and in this case what the work is about and the date is May 2020 so it would be easy to find this but I am unlikely to remember the individuals name and also people come and go from organisations all of the time, so knowing their name may not actually help me find this email
Susan???	Private Email address	03/05/2010	Executive Presentation	The subject line does not state which organisation the Executive Presentation for or what work it relates to. Yes we have the name of the sender but as said previously people come and go from organisations all of the time. In addition, this person was not using the organisation's email address so that couldnt be used for searching. The serious omission is the organisation's name in this example.
Tanya ???	Private Email address	03/05/2010	TRIM rollout	The subject line does not state which organisation the TRIM rollout relates to and we have the name but as said previously people come and go from organisations all of the time. The serious omission is the organisation's name in this example.
John??	Organisation Address	03/05/2010	IRIS Details	After 11 years the subject line wouldn't resonate with me at all, although the email does state the organisation name and the organisation is still called by that name. How could you search for this message based on the any of the four pieces of metadata? Organisation's in the private and public sector suffer name changes and after 11 years the original name of the organisation may have long since faded from memory.
Michelle ??	Organisation Address	03/05/2010	Documents for DMRP	The organisation name has changed, so the email address is no longer helpful. The subject line doesn't contain the organisation name and it can be assumed that DMRP stands for Disaster Management and Recovery Plan, but would you search for the acronym or the full name? Remember with searching if you search for DMRP you will not find Disaster Management and Recovery Plan or vice versa unless both are present in the email content. In this case neither search terms were in the body of the email.

### 2022 Emails

Name	Email Address	Date	Subject	Explanatory Notes for Attendees
Derek ??	Organisation Address	06/05/2022	OICS Proposal for Network Drive Redevelopment	This has the commonly used acronym for the organisation and what the email contains. If one were to search for this email and knew you were searching for a Proposal for OICS then this would be relatively easy to find as it is not necessary to guess the contents of the email.
Trelawney ?	Organisation Address	10/05/2022	Re, Re: {EXTERNAL} Digitisation Process for Incoming Mail	Note the Re Re: and [EXTERNAL]. The email contains the organisation name and the subject line is relatively clear but it may have been better to have included the organisation name in the subject line. This is about how we will search for this information after one or two years have past.
Katie ???	Organisation Address	05/05/2022	Re: Training Confirmation - Digitisation Program - 1 July 2022	Note the Re: showing again. This is a questions that has been sent about a confirmation we have sent to Katie. It is unlikely this email will be required in the future after 1 July, but even so the subject line does state exactly what it is and the email address has the organisation's name within it.
Kim ??	Organisation Address	04/05/2022	RE: Absence of Parkerville's Retention and Disposal Schedule	Note the RE: showing again. The subject line states the organisation's name and searching for Retention and Disposal Schedule would likely yield this email in any search.
Michelle ??	Private Email address	02/05/2022	Re:FW: Review of MS 365 is finished	Note the RE: FW:. Whilst it contains a clear subject line, it doesn't provide the organisation's name and the email address provides no clue either.