

## Meeting Minutes

May 1, 2008

**GCC Downtown**

8:30 - 8:40 Announcements

1. Microsoft Managed Account Status – In the works.
2. Licensing for next year – Will finalize pricing as soon as everyone has responded to the spreadsheet.
3. Franklin County School Collaborative Purchasing Working Group – Last meeting did not happen. May submit article to The Recorder
4. Mass. Educational Technology Administrators' Assn. (METTA) – Spoke with Kathy Martin about the possibility of merging TEP with METTA. Gary and I will try to make it to their next steering committee meeting.
5. Open Source Conference – being offered in Boston area, but we could have it out here next October.
6. Invoices next month

***ACTION: Send out invoices for membership dues and software licenses - David***

8:40 – 8:50 Data Warehouse Update

The Franklin County Summer Academy will offer a DW training course with Damon Douglas and David Olsson on Aug. 4 – 6. All grant participants will be invited. A \$300 stipend will be paid to those who attend. Class will be limited to 20 participants, but if more people sign up, we will hold an additional section. The membership was reminded that our data report specialist is available to write custom reports, etc.

8:40– 9:30 Data Retention

Discuss and approve final draft – Several suggestions were made to improve the document.

***ACTION: Post final draft with changes to web site, then send to Donna. - David***

9:30 – 10:30

Presentation – Chuck Drayton, SmartEDU, and Charlie Charles Brown – DistrictTech on email archiving with a presentation about the ArcMail Defender solution

(Notes from meeting and phone conversation with Charlie)

### *Introduction*

The Federal Rules of Civil Procedure, Dec. 2006 require that electronic data be managed in such a way that any given document can be produced in a timely fashion (90 days) in the event of a court action. e-mail is most common document type requested during e-discovery proceedings. Note the following:

1. Important to have an enforced document retention policy.
2. Potential penalties if documents cannot be located are very expensive.
3. Limited staff is not an excuse.
4. Mass. has not issued guidelines for saving general e-mail, however the DOE (Connie Louie) is suggesting 5 years.
5. 70% of company/school content can be found in email.

### *ArcMail Defender*

The ArcMail Defender is a Linux-based appliance that uses a striped array of drives and employs a database backend for fast and advanced searching. You can search for any term that is part of an email or an attachment. Data can be restored and rolled off as necessary, but cannot be altered on the Defender. Ideally, mail passes through a SPAM filter first and is then routed to the appliance. The Defender will compress data and only stores one instance of a message sent to multiple addresses. The unit does not support multiple retention periods (5 or 7 years suggested for e-mail.)

A feature that will allow multiple administrators to access multiple schools (Domain User) is to be implemented within the next 6 mos. or so. This would be especially nice if several districts want to share one unit. The price to co-locate a Defender at Crocker's data center is \$199.95 / month. Bandwidth is \$60./mo./mb

For about 1000 accounts, we probably are looking at a U220 device which lists for \$12,999. We get 10% off. Hardware and software maintenance is another \$2,500 / year pre-discount. I will post the price sheet on the web site with the minutes.

For a SPAM device, Charley recommends either Barracuda or Mail Foundry. The latter appears to be considerably less expensive for a comparable feature set.

**LAST Meeting of the year: Thursday, June 5, 2008, Location TBA  
Presentation: Paul Facteau on 1:1 Laptop initiatives in western Mass.**