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Management and Archiving e-mail Messages in Governmental Organization



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Journal: [cybrarians journal](#)

ISSN 1687-2215

Issue: 9;

Date: 2006;

[Original page](#)

Keywords: [e-mail Archiving](#) | [Digital Preservation](#)



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ABSTRACT

The study deals great issue of digital preservation that is e-mail archiving, it covered all aspects of the topic; it discuss: e-mail system, components of e-mail message, advantages and disadvantages of e-mail, official e-mail messages, management of e-mail messages, organizing and arrangement of e-mail messages, keeping and deleting messages, archiving e-mail messages, and some related issues like: privacy and security.

