

Email
Collections at
the Seattle
Municipal
Archives



What we'll cover

Historical email in the archives

Browsing and searching email

Downloading email

Email preservation

Historical mail in the Seattle Municipal Archives (SMA)

Emails are public records and can provide evidence of policy discussions and decisions made.

SMA has a limited but growing set of email collections, largely made up of messages from the accounts of departed elected officials and department directors.

Access

Historical email collections can be accessed in SMA's [research room](#). They are not available on our public website.



SMA uses ePADD to provide access to email collections.

ePADD is free and open source software developed by Stanford University that supports the appraisal, processing, preservation, discovery, and delivery of historical email archives.

ePADD overview

Browse collections

Search collection metadata



[Pacheco Electronic Correspondence](#)

 Seattle Municipal Archives




[Nickels Electronic Correspondence](#)

 Seattle Municipal Archives



[Drago Electronic Correspondence](#)

 Seattle Municipal Archives



[Godden Electronic Correspondence](#)



[Okamoto Electronic Correspondence](#)



[City Light Superintendent Records: Jorge Carrasco](#)

The start page displays a menu of available email collections.



Summary

Institution

Seattle Municipal Archives

Repository

Seattle Municipal Archives

Collection ID

4666-01

Collection Title

John Okamoto Electronic
Correspondence

John Okamoto Electronic Correspondence

John Okamoto served on City Council from May to December 2015. The former Port of Seattle and Washington Education Association executive was appointed to replace Sally Clark, who left for a job at the University of Washington. Okamoto studied at Northwestern's Kellogg School of Business, as well as the program for senior executives in state and local government at Harvard's John F. Kennedy School of Government. Okamoto previously ran three different cabinet departments for the City of Seattle, including serving as Interim Director of the Human Services Department in 2014 and 2015. From 2008 to 2014, he served as Executive Director of the Washington Education Association. Okamoto was one of 44 who applied to fill the Council vacancy, and one of eight finalists selected by the council. In a 5-3 vote, and despite fierce opposition from Councilmember Kshama Sawant, the council appointed Okamoto to fill Clark's vacant seat. He did not seek a full term election for 2016.

ENTER →

Choosing a collection brings you to its entry page with summary information. View the collection by clicking the ENTER button.



John Okamoto Electronic ...

Institution: Seattle Municipal Archives
Collection ID: 4666-01



11,695

Correspondents



7,499

Entities



0

Labels



1,360

Image attachments



2,150

Other attachments



186

Folders

You can access information about the collection at any point by clicking the info button.



John Okamoto Electronic ...



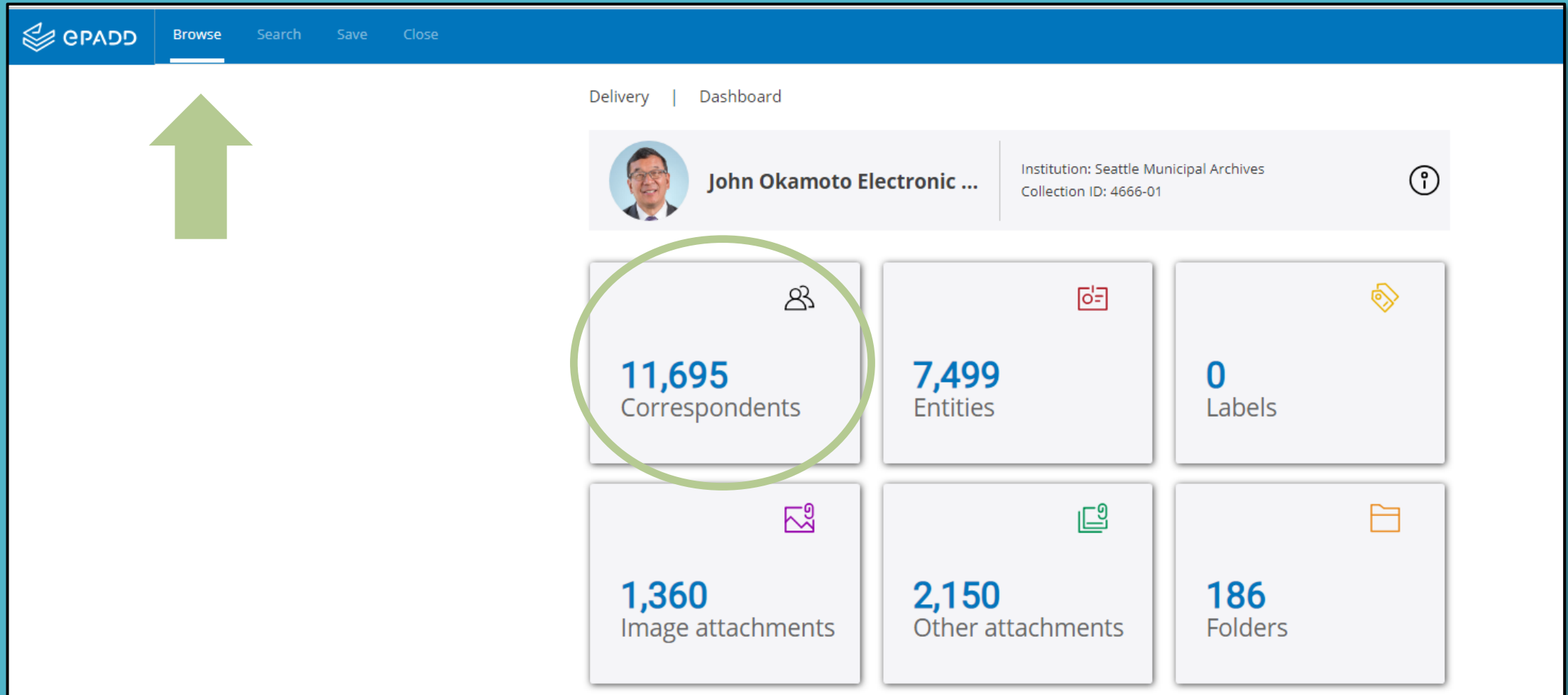
11,695
Correspondents

7,499
Entities

To go back to the list of collections, simply select CLOSE from the top navigation.

Browsing

You can browse a collection in multiple ways. Let's start with Correspondents.



The screenshot displays the EPADD interface. At the top, there is a blue navigation bar with the EPADD logo and the text 'Browse', 'Search', 'Save', and 'Close'. Below this, the main content area shows a dashboard for 'John Okamoto Electronic ...' under the 'Delivery | Dashboard' header. The dashboard includes a profile picture of a man, the name 'John Okamoto Electronic ...', and the text 'Institution: Seattle Municipal Archives' and 'Collection ID: 4666-01'. A green arrow points to the 'Browse' tab in the navigation bar. A green circle highlights the 'Correspondents' tile, which shows '11,695 Correspondents'. Other tiles show '7,499 Entities', '0 Labels', '1,360 Image attachments', '2,150 Other attachments', and '186 Folders'.

Category	Count
Correspondents	11,695
Entities	7,499
Labels	0
Image attachments	1,360
Other attachments	2,150
Folders	186

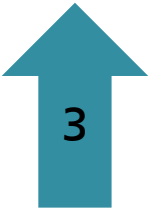
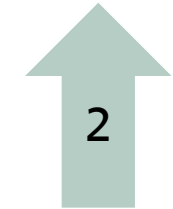
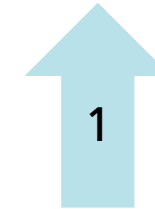
You'll see a list of names or email addresses. You can sort by name, incoming messages, outgoing messages, or mentions in the email.

You can also search correspondents from here, and can see a graph showing correspondents over time. Large collections may take some time to load.



Buttons to the right have various functions:

Date: May 26, 2015 10:26am
From: "Okamoto, John" </O=COSEXCHANGE/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=OKAMOTJ1>
To: "Kim, Tanya" <Tanya.Kim@seattle.gov>
Subject: **City Light Substation**



- 1 Shows message ID and link to that particular email
- 2 Links to emails in that particular thread
- 3 Shows number of attachments and scrolls down to them

Let's go back to the Browse menu and look at Entities.

The screenshot shows the EPADD interface. At the top, there is a blue navigation bar with the EPADD logo and the text 'Browse', 'Search', 'Save', and 'Close'. Below this, the main content area is titled 'Delivery | Dashboard'. A user profile card for 'John Okamoto Electronic ...' is displayed, including a profile picture, the name, and institutional information: 'Institution: Seattle Municipal Archives' and 'Collection ID: 4666-01'. Below the profile card, there are six data tiles arranged in a 2x3 grid. The 'Entities' tile, which shows '7,499 Entities', is circled in green. The other tiles show: '11,695 Correspondents', '0 Labels', '1,360 Image attachments', '2,150 Other attachments', and '186 Folders'.

Category	Count
Correspondents	11,695
Entities	7,499
Labels	0
Image attachments	1,360
Other attachments	2,150
Folders	186

Person
Place
Organisation
Company
University
Building
Periodical Literature
Road
River
Government Agency

Here you will see categories of entities, such as persons, places, organizations, buildings, government agencies and others. Selecting one of these categories will bring you to a list, which will take you to the related messages. Similar to the correspondents, you can sort by message number or search from this page.

Next, let's browse Image Attachments.

The screenshot shows the EPADD interface with a blue header bar containing the logo and navigation links: Browse, Search, Save, and Close. Below the header, the page is titled 'Delivery | Dashboard'. A user profile card for 'John Okamoto Electronic ...' is displayed, including a profile picture, the name, and institutional information: 'Institution: Seattle Municipal Archives' and 'Collection ID: 4666-01'. An information icon is located to the right of the profile card. Below the profile card, there are six data cards arranged in a 2x3 grid. The first row contains '11,695 Correspondents' (with a person icon), '7,499 Entities' (with a document icon), and '0 Labels' (with a label icon). The second row contains '1,360 Image attachments' (with an image icon, circled in green), '2,150 Other attachments' (with a document icon), and '186 Folders' (with a folder icon).

Category	Count
Correspondents	11,695
Entities	7,499
Labels	0
Image attachments	1,360
Other attachments	2,150
Folders	186

Image attachments can be browsed by year, with a thumbnail view by default.

Results will include many logos and signatures, but you can use the filters on the left side of the screen to sort by file type and file size, as well as correspondent, sender, and email folder.

The screenshot displays the EPADD web application interface. At the top, there is a blue navigation bar with the EPADD logo and buttons for 'Browse', 'Search', 'Save', and 'Close'. Below the navigation bar, the main content area shows 'Image Attachments' with a count of '1360 from 2015 to 2016'. A 'MESSAGE VIEW' button is visible. The main content area displays a grid of 16 image thumbnails, each with a caption. The left sidebar contains several filter categories: 'Attachment type' (jpg (810), png (434), gif (97), jpeg (17), tif (2)), 'Attachment size' (<5KB (699), 5KB - 20KB (260), 5KB - 20MB (238), 20KB - 100KB (116), >20MB (47)), 'Correspondents' (mike.obrien@s... (413), tim.burgess@s... (411), council@seatt... (385), nick.licata@s... (379), tom.rasmussen... (366), More...), 'Sender' (Owner (72)), and 'Folders' (Inbox.mbox (640), Sent Items.mbox (315), Transportatio... (48), Land Use and ... (39), Lowrise Code.... (35), More...).

Attachment type

- jpg (810)
- png (434)
- gif (97)
- jpeg (17)
- tif (2)

Attachment size

- <5KB (699)
- 5KB - 20KB (260)
- 5KB - 20MB (238)
- 20KB - 100KB (116)
- >20MB (47)

Correspondents

- mike.obrien@s... (413)
- tim.burgess@s... (411)
- council@seatt... (385)
- nick.licata@s... (379)
- tom.rasmussen... (366)
- More...

Sender

- Owner (72)

Folders

- Inbox.mbox (640)
- Sent Items.mbox (315)
- Transportatio... (48)
- Land Use and ... (39)
- Lowrise Code.... (35)
- More...

Image Attachments | 1360 from 2015 to 2016

MESSAGE VIEW

1356 attachments (419 duplicates) in 2015

image001.png

image002.jpg

40th Anniversary of Vietnames...

Gov Evans _ Sec. Munro2.jpg

Gov Evans _ KL2.jpg

DWPDA Map.jpg

Okamoto Nolte Photo.jpg

IMG_0982.jpg

IMG_0986.jpg

image001.jpg

image001.png

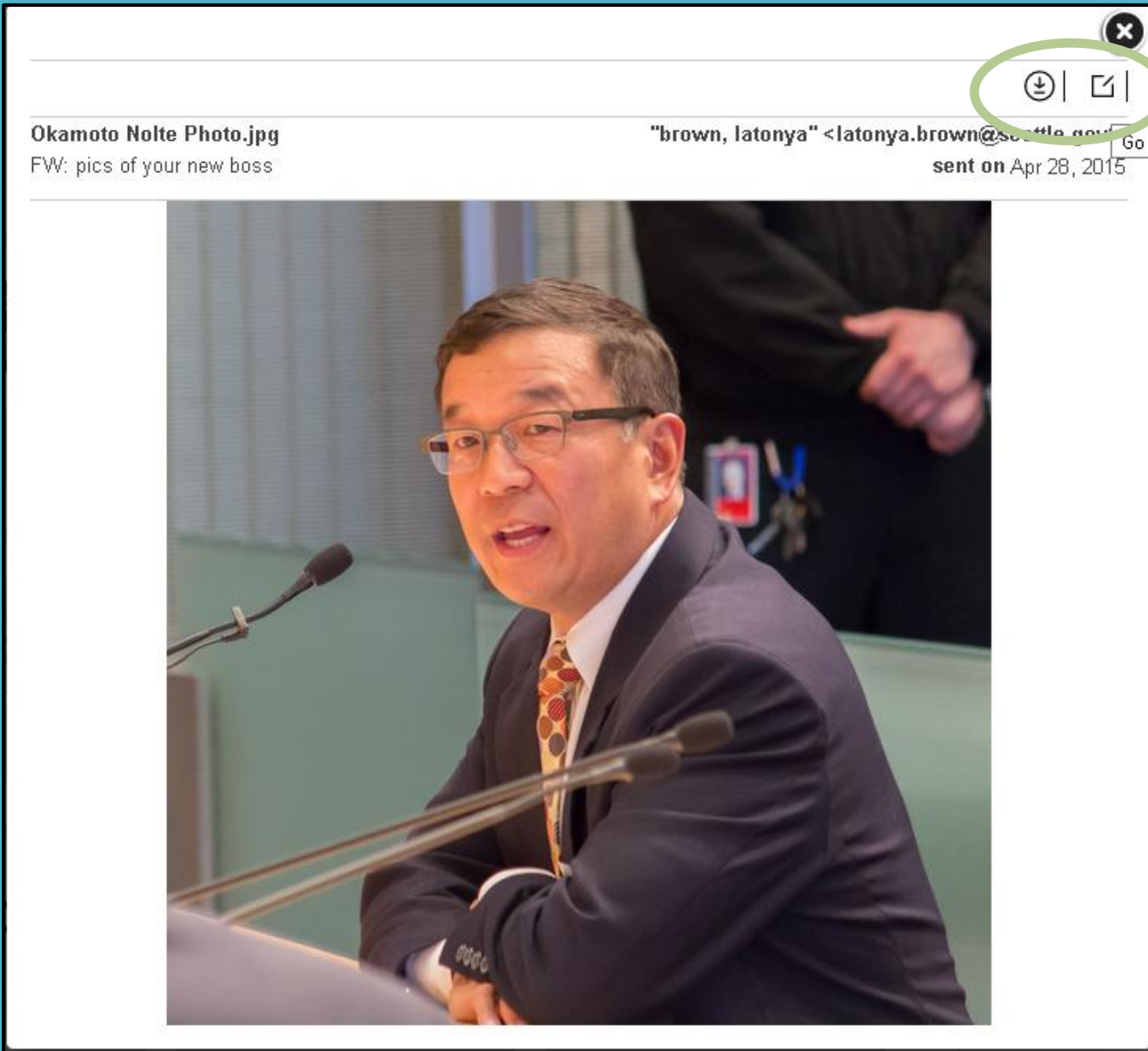
Okamoto Nolte Photo (2).jpg

image001.jpg

image002.png

image003.png

image004.png



If you click on an image, at the top right you will see the option to download the image or go to the message the image is attached to.

You can use the button on the right to switch to list view, which will show the subject, date, size, and attachment name. A search box will also appear.

The screenshot displays the ePADD interface. At the top left is the ePADD logo. A blue navigation bar contains the options 'Browse', 'Search', 'Save', and 'Close'. Below this, a filter section shows 'Attachment type' with a list: 'jpg (810)', 'png (434)', 'gif (97)', 'jpeg (17)', and 'tif (2)'. The main content area is titled 'Image Attachments | 1360 from 2015 to 2016'. It features a 'MESSAGE VIEW' button on the left and a toolbar on the right with a download icon, a left arrow, the year '2015', and a right arrow. Below this, a summary line reads '1356 attachments (419 duplicates) in 2015'. At the bottom right, there are two view icons: a grid icon and a list icon. The list icon is circled in green, indicating it is the button to switch to list view.

List view
example:

Subject	Date	Size	Attachment name
Front page of the Seattle Times/ David Yama	Apr 28, 2015	5 KB	image001.png
Re: DON Response to Correspondence re: Permit No. 6468540 (3811 S Ferdinand St)	Apr 28, 2015	4 KB	image002.jpg
Journey to Freedom	Apr 28, 2015	422 KB	40th Anniversary of Vietnamese Refugees.jpg
Journey to Freedom	Apr 28, 2015	3346 KB	Gov Evans _ Sec. Munro2.jpg
Journey to Freedom	Apr 28, 2015	2972 KB	Gov Evans _ KL2.jpg
Request for Ballot Title; Proposed Initiative Measure No. 123	Apr 28, 2015	147 KB	DWPDA Map.jpg
FW: pics of your new boss	Apr 28, 2015	825 KB	Okamoto Nolte Photo.jpg
FW: pics of your new boss	Apr 28, 2015	900 KB	IMG_0982.jpg
FW: pics of your new boss	Apr 28, 2015	956 KB	IMG_0986.jpg
Congratulations	Apr 28, 2015	7 KB	image001.jpg

Next, we'll browse Other Attachments.

The screenshot displays the EPADD interface. At the top, there is a blue navigation bar with the EPADD logo and menu items: Browse, Search, Save, and Close. Below the navigation bar, the page title is 'Delivery | Dashboard'. The main content area features a header for 'John Okamoto Electronic ...' with a profile picture, the institution name 'Institution: Seattle Municipal Archives', and the collection ID 'Collection ID: 4666-01'. Below the header, there are six data tiles arranged in a 2x3 grid:

- 11,695 Correspondents (with a person icon)
- 7,499 Entities (with a document icon)
- 0 Labels (with a label icon)
- 1,360 Image attachments (with an image icon)
- 2,150 Other attachments (with a document icon, highlighted by a green circle)
- 186 Folders (with a folder icon)

Show 10 entries

Search: smoking ban

Subject	Date	Size	Attachment name
ACS CAN comments on smoking ban	Apr 28, 2015	198 KB	WA Letter to Seattle City Council.pdf
Seattle Human Rights Commission Letter, Re: Banning Smoking in all Public Parks	May 4, 2015	355 KB	SHRC Letter to Parks Commission re Parks Smokin...
Public Parks Smoking Ban Petition Signatures	May 6, 2015	743 KB	20150506132015.pdf
Fwd: Public Parks Smoking Ban Petition Signatures	May 6, 2015	743 KB	20150506132015.pdf
Over 1,000 Signatures Supporting Smoking Ban	May 7, 2015	79 KB	Comments Supporting Smoking Ban in Parks.pdf
Over 1,000 Signatures Supporting Smoking Ban	May 7, 2015	480 KB	Signatures Supporting Smoking Ban .pdf
Proposed citywide smoking ban in parks (Seattle Human Rights Commission)	May 21, 2015	509 KB	Smoking ban Seattle Human Rights Commission 01.pdf

As with the image attachments, you can filter by type, file size, and date, but you can also search by the email subject line and the attachment name.

Subject

ACS CAN comments on smoking ban

Seattle Human Rights Commission Letter, Re: Banning Smoking in all Public Parks

Public Parks Smoking Ban Petition Signatures

Fwd: Public Parks Smoking Ban Petition Signatures

Over 1,000 Signatures Supporting Smoking Ban

Over 1,000 Signatures Supporting Smoking Ban

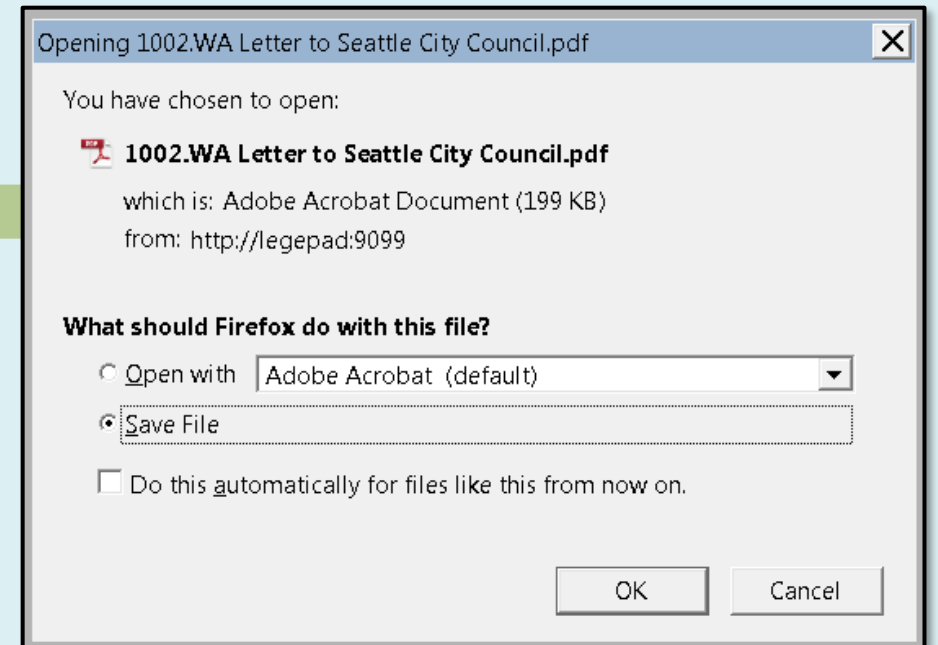
Proposed citywide smoking ban in parks (Seattle Human Rights Commission)

Proposed citywide smoking ban in parks (Seattle LGBT Commission)

Showing 1 to 8 of 8 entries (filtered from 2,150 total entries)

Clicking on the subject
will take you to the
original email message.

Date	Size	Attachment name
Apr 28, 2015	198 KB	WA Letter to Seattle City Council.pdf
May 4, 2015	355 KB	SHRC Letter to Parks Commission re Parks Smokin...
May 6, 2015	743 KB	20150506132015.pdf
May 6, 2015	743 KB	20150506132015.pdf
May 7, 2015	79 KB	Comments Supporting Smoking Ban in Parks.pdf
May 7, 2015	480 KB	Signatures Supporting Smoking Ban .pdf
May 21, 2015	509 KB	Smoking ban Seattle Human Rights Commission 01.pdf
May 21, 2015	503 KB	Smoking ban Seattle LGBT Commission 01.pdf



Clicking on the attachment name will download the attachment.

Finally, let's browse Folders.

The screenshot shows the EPADD interface with a blue header bar containing the logo and navigation options: Browse, Search, Save, and Close. Below the header, there are links for Delivery and Dashboard. The main content area features a profile card for 'John Okamoto Electronic ...' with a profile picture, institution name 'Seattle Municipal Archives', and collection ID '4666-01'. Below the profile card are six data tiles arranged in a 2x3 grid:

Category	Count
Correspondents	11,695
Entities	7,499
Labels	0
Image attachments	1,360
Other attachments	2,150
Folders	186

The 'Folders' tile is highlighted with a green circle, indicating the focus of the presentation.


Source	Folder	Incoming messages	Outgoing messages	Total
PST1	K:\WorkEmail\Okamoto\DEP_John.Okamoto_LEG@seattle.gov (Primary)\Top of Information Store\Cabinet\Animals\zoo2.mbox	8060	2	8084
PST1	K:\WorkEmail\Okamoto\DEP_John.Okamoto_LEG@seattle.gov (Primary)\Top of Information Store\Inbox.mbox	2823	38	4556
PST1	K:\WorkEmail\Okamoto\DEP_John.Okamoto_LEG@seattle.gov (Primary)\Top of Information Store\Sent Items.mbox	92	258	901
PST1	K:\WorkEmail\Okamoto\DEP_John.Okamoto_LEG@seattle.gov (Primary)\Top of Information Store\Council Email\Public Safety, Civil Rights, Tech\Public Safety and Police\Gun Tax\Yes.mbox	413		415
PST1	K:\WorkEmail\Okamoto\DEP_John.Okamoto_LEG@seattle.gov (Primary)\Top of Information Store\Council Email\Housing.mbox	341		370
PST1	K:\WorkEmail\Okamoto\DEP_John.Okamoto_LEG@seattle.gov (Primary)\Top of Information Store\Council Email\Public Safety, Civil Rights, Tech\Public Safety and Police\Gun Tax\Support.mbox	354		357
PST1	K:\WorkEmail\Okamoto\DEP_John.Okamoto_LEG@seattle.gov (Primary)\Top of Information Store\Council Email\Land Use and Planning\Lowrise Code.mbox	305		325

You will see the folders and folder paths of the messages, with familiar sort and search options.

Searching

There are multiple ways to search.

A screenshot of the EPADD search interface. The top navigation bar is blue and contains the EPADD logo, 'Browse', 'Search' (which is underlined), 'Save', and 'Close'. Below the navigation bar, there are four search options: 'Simple Search' (underlined), 'Multi-Entity Search', 'Multi-Term Search', and 'Correspondent List Search'.

 EPADD	Browse	<u>Search</u>	Save	Close
<u>Simple Search</u>	Multi-Entity Search	Multi-Term Search	Correspondent List Search	

Simple Search

Multi-Entity Search

Multi-Term Search

Correspondent List Search

Simple search

- Search for keywords or phrases.
- Supports Boolean searching (using the words AND, OR, NOT to limit, broaden, or define your search).

Multi-entity search

- Type or paste a text block to search for all matching entities.
- Underlined terms have been identified by ePADD as entities.
- Highlighted terms represent entities that also appear in the email archive.
- Click on a highlighted term to view a brief list of messages linked to the resulting set.

Multi-term search

- Type or paste a list of terms (one term per line) to search the email archive for all matching terms.
- Highlighted terms also appear in the email archive.
- Click on a highlighted term to view a brief list of messages, linked to the resulting set.

Correspondent list search

- Type or paste a list of email addresses to search the email archive for all matching correspondents.
- Use one address per line.

The advanced search screen has many options to search in specific fields and apply filters. Some examples:

Search only outgoing or incoming messages

Limit date range

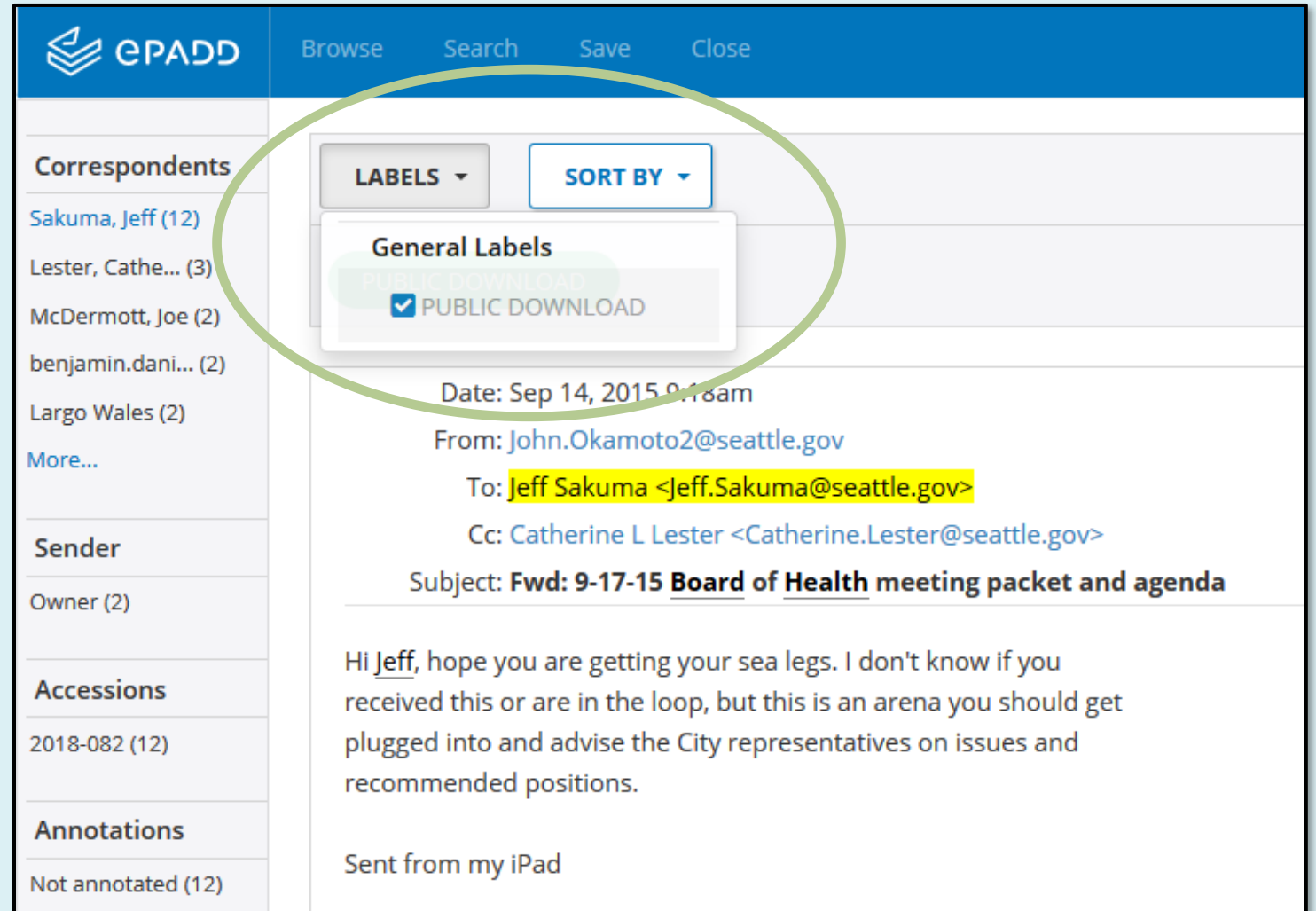
Search for specific names

Search only subject line, message body, or attachments

Downloading

Labels

To tag this email for downloading, go to LABELS and select PUBLIC DOWNLOAD.



The screenshot displays the ePADD web application interface. At the top, there is a blue navigation bar with the ePADD logo and the words 'Browse', 'Search', 'Save', and 'Close'. On the left side, there is a sidebar with several sections: 'Correspondents' (listing Sakuma, Jeff (12), Lester, Cathe... (3), McDermott, Joe (2), benjamin.dani... (2), Largo Wales (2), and More...), 'Sender' (Owner (2)), 'Accessions' (2018-082 (12)), and 'Annotations' (Not annotated (12)). The main content area shows an email header with the following details: Date: Sep 14, 2015 9:18am; From: John.Okamoto2@seattle.gov; To: Jeff Sakuma <Jeff.Sakuma@seattle.gov> (highlighted in yellow); Cc: Catherine L Lester <Catherine.Lester@seattle.gov>; Subject: Fwd: 9-17-15 Board of Health meeting packet and agenda. Below the header is the email body text: 'Hi Jeff, hope you are getting your sea legs. I don't know if you received this or are in the loop, but this is an arena you should get plugged into and advise the City representatives on issues and recommended positions.' and 'Sent from my iPad'. A green oval highlights the 'LABELS' dropdown menu, which is open to show 'General Labels' with 'PUBLIC DOWNLOAD' selected and checked.

Once you have labeled all emails you wish to save, archives staff will download and convert the mbox files into PDF format.



You're ready to use SMA's email collections. Contact archives@seattle.gov with any questions!