

# RECORDS MANAGEMENT TIPS

January 2013

The following is a list of tools available for capturing and recording social media activities. The Library of Virginia has not tested these tools and cannot endorse any specific tool. This list is provided for informational purposes only and is not intended to be exhaustive. Agencies are encouraged to stay abreast of changing technologies and to perform their own research before selecting a social media capture tool.

- **ArchiveFacebook:** a free Firefox add-on that allows a user to save content from Facebook directly onto a hard drive and view the content exactly as it appears on Facebook. Currently, ArchiveFacebook can save photos, activity streams, friends lists, notes, events, and info. <https://addons.mozilla.org/en-us/firefox/addon/archivefacebook/>
- **Archive-It:** a subscription web archiving service from the Internet Archive that helps organizations to harvest, build, and preserve collections of digital content. Archive-It partners can collect, catalog, and manage their collections of archived content with 24/7 access and full text search available for their use as well as their patrons' use. Content is hosted and stored at the Internet Archive data centers. <http://www.archive-it.org/>
- **ArchiveSocial:** a subscription-based archiving service for Facebook, Twitter, and LinkedIn. In addition to capturing photos, tweets, status updates, and messages, ArchiveSocial archives associated metadata and applies a digital signature to each individual record in order to prove authenticity during legal situations. YouTube and RSS archiving are in development. <http://archivesocial.com/>
- **Cloud Preservation:** a web-based service aimed primarily at law firms and corporations. Cloud Preservation automatically discovers, archives, and indexes data from customer social media including websites, Twitter, Facebook, and blogs. It also supports user searches, tags, and data export. Multiple pricing plans are available. <http://www.cloudpreservation.nextpoint.com/>
- **HootSuite:** a web-based social media management system that allows users to manage multiple social network accounts using an online dashboard. Supported networks include Twitter, Facebook, LinkedIn, Google+, Myspace, and WordPress. Both free and subscription options are available. <http://hootsuite.com/>
- **Recollect:** a web-based service designed to archive the content of Twitter, Instagram, Flickr, and Foursquare accounts. The service also archives any "likes," comments, or replies to posts on these four sites. Multiple subscription plans are available. <http://recollect.com/>
- **SocialSafe:** a license-based service that allows a user to back up and archive Facebook, Twitter, LinkedIn, Instagram, Google+, and Viadeo profiles. Everything is stored locally on the user's hard drive and is accessible via the service's search and browse functions. <http://socialsafe.net/>
- **TweetDeck:** a free web-based application that allows users to manage Twitter and Facebook accounts using an online dashboard. <http://www.tweetdeck.com/>
- **TweetTake:** a free web-based application that allows a user to back up a specific Twitter profile. The backup is saved as a .csv file that can be opened in any text editing program. <http://tweettake.com/>
- **TwInbox:** a free plug-in that adds a Twitter toolbar to Microsoft Outlook. Once installed, TwInbox adds a new folder to the user's inbox into which all tweets from the user's account are downloaded. The toolbar can be used to send out updates, send a direct message, reply to a message, or retweet a message. [http://www.techhit.com/TwInbox/twitter\\_plugin\\_outlook.html](http://www.techhit.com/TwInbox/twitter_plugin_outlook.html)

Records Analysis Section

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