From:	Norman, Kate
To:	Craig Hansen (via Google Docs)
Cc:	Mary Grim; Amy Nicholas
Subject:	Re: GSG 2015 - Species Report Team 5-30-2014 Call Notes (kate_norman@fws.gov)
Date:	Friday, May 30, 2014 12:43:25 PM

Thanks all!

If you don't mind using the the SharePoint Portal for docs, I would be uber grateful. The Portal contains all the working documents in one giant library, but with attributes for categories and document type.

Because of that, I can filter by Category - so I've created a view for Species Report:
https://portal.doi.net/usfws/SG/docs/Forms/SpReport.aspx

The standard footer we use is:

Draft and Pre-Decisional

Greater Sage-Grouse 2015 Status Review, *Brief Doc Description*

Page #

I've attempted to provide a bit o' guidance on records, but when we bring on the actual record managers, they will likely do a much more thorough job of it :)
https://portal.doi.net/usfws/SG/docs/20140129_SpeciesReportGuidance.docx

Thanks again!
K

On Fri, May 30, 2014 at 2:16 PM, Craig Hansen (via Google Docs) <craig_hansen@fws.gov> wrote:

> I've shared an item with you.
>
> Call Notes: GSG 2015, Species Report Outline Team
>
> GSG 2015 - Species Report Team 5-30-2014 Call Notes
>
> Google Docs: Create and edit documents online.

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