From: Hansen, Craig
To: Norman, Kate
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 12:48:20 PM

Also, your link is to the R8 guidance, not the records management SOPs.

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Craig Hansen
U.S. Fish and Wildlife Service
(303) 236-4749
Schedule: M T Th F

On Fri, May 30, 2014 at 12:44 PM, Hansen, Craig <craig_hansen@fws.gov> wrote:

> I don't have permission to upload or add a folder.
>
> --
> Craig Hansen
> U.S. Fish and Wildlife Service
> (303) 236-4749
> Schedule: M T Th F
>
> On Fri, May 30, 2014 at 12:42 PM, Norman, Kate <kate_norman@fws.gov> wrote:
>
>> 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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