From: Norman, Kate
To: Hansen, Craig
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 1:06:59 PM

Well that was poorly done all the way around... My apologies!

Permissions should be fixed now, but if not, please let me know and I'll trouble shoot with DOI.

And the CORRECT link for the Record Management SOP is:
https://portal.doi.net/usfws/SG/docs/20140325_SOPrecords_Norman.docx

Thanks!
K

On Fri, May 30, 2014 at 2:48 PM, Hansen, Craig <craig_hansen@fws.gov> wrote:

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

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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