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 1:07:27 PM

Not poor at all! Thanks!

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

On Fri, May 30, 2014 at 1:06 PM, Norman, Kate <kate_norman@fws.gov> wrote:

> 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:

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.

--
Kate Norman
Sage-Grouse Project Manager
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4401 N. Fairfax Dr., Rm 420
Arlington, VA 22203
Work: 703-358-1871
Mobile: 703-927-2445

> kate_norman@fws.gov

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