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**From:** Garwin Yip - NOAA Federal <garwin.yip@noaa.gov>  
**Sent:** Friday, May 10, 2019 12:04 PM  
**To:** Susan Boring; Norma Hinton - NOAA Affiliate  
**Cc:** Brian Ellrott; Brittany Cunningham - NOAA Affiliate; Barbara Byrne; Kristin Begun; Cathy Marcinkevage; Howard Brown  
**Subject:** ROC on LTO: American River and East Side divisions effects sections are ready to go

Susan and Norma,

The American River Division and East Side Division effects sections are cleaned up (except for comment bubbles with references) and ready to go for you to format and EndNote.

As usual, I'm having issues with VPN, so can't confirm that "MASTER" has added to the file names to identify the near final versions. We are still awaiting Chris Keifer's and Maria's comments on both sections, if any, but don't want docs to get bogged down next week. I've also requested Erin's review of the East Side Division analysis, but we can incorporate any comments into the MASTER.

Thanks.

-Garwin-

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----- Forwarded message -----

**From:** Naseem Alston - NOAA Federal <[naseem.alston@noaa.gov](mailto:naseem.alston@noaa.gov)>  
**Date:** Thu, May 9, 2019 at 4:29 PM  
**Subject:** MASTER version control for ROC on LTO  
**To:** Brian Ellrott <[brian.ellrott@noaa.gov](mailto:brian.ellrott@noaa.gov)>, Joe Heublein - NOAA Federal <[joe.heublein@noaa.gov](mailto:joe.heublein@noaa.gov)>, Evan Sawyer - NOAA Affiliate <[evan.sawyer@noaa.gov](mailto:evan.sawyer@noaa.gov)>, Sarah Gallagher - NOAA Federal <[sarah.gallagher@noaa.gov](mailto:sarah.gallagher@noaa.gov)>, Barb Byrne <[barbara.byrne@noaa.gov](mailto:barbara.byrne@noaa.gov)>, J. Stuart <[j.stuart@noaa.gov](mailto:j.stuart@noaa.gov)>, Brittany Cunningham - NOAA Affiliate <[brittany.cunningham@noaa.gov](mailto:brittany.cunningham@noaa.gov)>, Howard Brown <[Howard.Brown@noaa.gov](mailto:Howard.Brown@noaa.gov)>, Garwin Yip <[Garwin.Yip@noaa.gov](mailto:Garwin.Yip@noaa.gov)>, Cathy Marcinkevage

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Hi all,

Moving forward (always) - we will be adding the word "**MASTER**" to all section document names that are *nearing "final" drafts* (this is all of them - right?! ☐)

"near final draft" is defined as:

- 1) not expecting any major revisions;
- 2) lead writer exclusively works off the drive document (rather than "offline" then later saving it to the drive)

e.g.: 2-4 Environmental Baseline v7--MASTER

Reason:

- a) version control;
- b) managers will know exactly where to look for the most up to date (and don't need to bother the lead if they want to go make a minor edit);
- c) Norma and Susan will know if it was available for them to work their magic (as it would indicate if already open).
- d) everyone else will know which document to look at if needing info, etc

Rules:

- 1) Lead for the section document will still periodically save the document to the archive folder as needed (as a backup during changes), and "save as" a new MASTER version (# increase);
- 2) Anyone reviewing to provide comments/edits will still let the lead know, and save the document to the folder using the convention we have been using (save as: with your initials)

LEADS: please add MASTER to your section documents when appropriate.

questions?

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