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Sent: Thursday, May 9, 2019 4:29 PM
To: Brian Ellrott; Joe Heublein - NOAA Federal; Evan Sawyer - NOAA Affiliate; Sarah Gallagher - NOAA Federal; Barb Byrne; J. Stuart; Brittany Cunningham - NOAA Affiliate; Howard Brown; Garwin Yip; Cathy Marcinkevage; Norma Hinton - NOAA Affiliate; Susan_Boring@fws.gov; Kristin Begun - NOAA Affiliate
Subject: MASTER version control for ROC on LTO

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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