To: Brown, Lashunda[Brown.Lashunda@epa.gov]; R6 6WQ-PO[R6_6WQPO@epa.gov]
From: Schwab, Kay
Sent: Tue 8/8/2017 6:31:02 PM
Subject: RE: Share Directory

Hi LaShunda,

I set up **"Louisiana DRAFT Permit Reviews"** recently when we began using e-Routing for concur/signature of EPA response letters. It was my "pilot" to make my (R: drive) records for the permit reviews accessible on the H: drive for the managers ...instead of routing "paper. I only populated a few files in anticipation of receiving an agreed e-file format from the Records Workgroup.

"Louisiana DRAFT Permit Reviews" contains (some of the) records for Louisiana Offshore Oil Port (LOOP) so that the many folks involved can access them. I have sent the link for this info to the current LOOP group.

Not sure who created **"Review of Louisiana DRAFT Permit_begin 050417"** (maybe Angela??), but it is empty so it can be deleted.

Most of the other "folders" are pretty random, sparsely populated , & historic.

Is the highlighted portion below an effort to establish e-files for 6WQ-PO Section administrative items or technical records… or both?

Thanks

K

From: Brown, Lashunda
Sent: Tuesday, August 08, 2017 11:38 AM
To: R6 6WQ-PO <R6_6WQPO@epa.gov>
Subject: Share Directory

Good Morning WQ-PO, I copied the file folders below from the share directory under 6WQ-PO. The files will not be deleted I just need to know if the file folders below are used by everyone in the group and is everyone in the group aware the existing file folders?

I also would like to send out a chart to the group similar to the 2 files attach (the chart will include only the file folder's name and a very brief description/summary of each folder listed so documents can be saved to the correct/appropriate folder and searchable by others to better locate files. Does anyone currently have a file listing that briefly sums up each folder below?

Thanks for your assistance. Let me know if you have questions.

LaShunda

- 106 Priorities
- 508 training examples 5242017
- 2015NPDESCAFOGP
- 103012NPDESPermttingTMDL2012ProgramMgrsMtg
- 112912NPDESSidebarNWPRegionalDialogue
- Actings 2017
- Arkansas
- FOIA R6-2013-3775
- FOIA_
- Louisiana DRAFT Permit Reviews
- McAAP 2007
- Michael Carrillo
- Mike Tillman - Oversight Files
- ODAFF package
- Oversight Interim Objections
- Oversight Holiday Calendar
- Oversight Letters
- Oversight R6 State Permitting Contacts
- Oversight Travel
- PAMS Prgrm Activity Meas
- PERs Permit Env Rslts
- R6 Action Items
- R6 Combined Sewer Overflows
- R6 Nutrients
- R6 Permit Review Process
- R6 Temperature
- R6 Total Residual Chlorine
- R6 Wetland Assimilation
- Review of Louisiana DRAFT Permits_begin 05
- Scanned BCCs_updated7-25-11
- Staff Brad Crawford
- Staff Dennis Falk
- Texas_PQR_2016_2017
- Entergy Wht Bluff.AR0036331IOL 316b.9-21-1