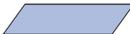


Reports Management

Process

Guidelines

 Recommended for all reports
 Required only for I&M final reports

Obtain Report

Specifications for annual progress reports and final reports submitted to the Alaska Inventory and Monitoring Program

Internal Review

No specifications

Peer Review Process

Where applicable:
Interim peer review guidelines for the Inventory and Monitoring Program, Alaska Region

Obtain Series Number

Where applicable:
Specifications for report series numbering for the Inventory and Monitoring Program, Alaska Region

Enter into NatureBIB

View NatureBIB specifications at:
General Information: <http://www.nature.nps.gov/nrbib/index.htm>
Login: <https://science1.nature.nps.gov/naturebib/>

Enter reference into NPSpecies

Specifications on what to enter into NPSpecies, where applicable (not written).

Store Electronic File

Specifications for electronic storage of reports for the Inventory and Monitoring Program

Distribute to parks and libraries

Specifications for Distribution of Reports for the Inventory and Monitoring Program, Alaska Region

Other project materials

Submit to Archives

Submit to archives with all of the project materials, such as notebooks, photos, vouchers, etc. See your park or network Archive Manager for details.

Submit to "What's New" List

In Draft. Contact the data manager.

Disposal

No project reports should be disposed. Contact Archive Manager for details.