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Cc: [Marcia Cash](#)
Subject: Comment Review team update
Date: Thursday, June 15, 2017 11:03:36 AM

From yesterday's call and meeting - The DiscoverText system is still processing the new comment data, and should be ready for coding tomorrow. If you have time today, and have not already done so, please log on and review the top 20 form letters, as a means of familiarizing yourself with these for 2 reasons - one, they are likely the source of many of the phrases you will encounter in reviewing individual comments that are close to being form letters, but don't show up as such in the computer search process, and second, its possible that in the future I may not be able to sort and code them, and we may then need the team members to do that along with the non-form letters.

For this round, I am in the process of coding hopefully most of the form letters, and that should reduce the number of individual items that need coding significantly. I will send an email tomorrow when the system is ready for you to code individual items. At yesterday's call and meeting, we decided it would be most effective to code comments initially just as we did for the Bears Ears ones, opposed to the review/to changes at some or all monuments, support the review of changes as some or all monuments, and provide new information. Since the overwhelming majority of these comments, like the Bears Ears ones, expression opinions rather than provide new information, we will make "no new information" a default and code only if the comments provides new information. This should save everyone's time as it will be one less code to enter for most of the comments.

After the comments are coded, we will then sort them by individual monuments and examine the new information provided for each monument.

One situation reported from the first round - some comments say "postcards - x number". There is no easy way to enter those numbers into the system, but there do not appear to be many of those items. What I request those who encounter such entries do is to accept the number as accurate (no need to open the comment and try to count how many might be there, particularly as some may be garbled), write the numbers down on a piece of paper, and send them to me when you are finished. I will then add those figures up and add to the total.

Similarly, in the rare instance where you encounter a very unusual comment that you think I should know about right away, rather than new information that can be reviewed later, there are a series of faint blue buttons above the comment. The one farthest to the left is "show metadata". If you click that, about 2/3rd of the way down the list that appears is the ID number - example: **document id:** DOI-2017-0002-48316. It will take less than 30 seconds to click the button, copy the ID and past it into an email to me with a "see this comment" note.

We would really appreciate everyone putting in 8 hours of coding by COB next Friday the 23rd, so we have a good sense of how the process goes with letters on all monuments when everyone is involved. This will also let me know if we need more people for this. I want to stress we are not going to ask the team members to devote more time to the project, but will recruit more coders if that is needed. I also want to remind everyone that past experience

suggests that coding no more than 4 hours at a time, or preferably several shorter shifts, will leave you mentally fresher than trying to do this for an entire day.