

**From:** Phyllis Beaulieu  
**To:** [Richard Dwyer](#); ["Ida Porter"](#)  
**Subject:** Updating Database  
**Date:** Monday, August 16, 2010 9:04:00 AM

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In order for Dave, Steve, Karlette, and the INAC people to view progress on each file it is important when updating that you place your comments at the beginning of the MLA Notes, along with the date. Leave your previous comment there and add the new ones as you go along. Thanks for the cooperation and any questions, please come and see me.

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