

# Wildland Fire Incident Records Retention Guidance

Revised 03-10-09

**Permanent Fire Incident Records  
to National Archives after 20 years**  
(Keep on unit 3 yrs or when no further business need, whichever is less, then send to Federal Records Center for storage)

Delegation of Authority/ Return of DOA  
Field Weather Observations (not RAWs) \*\*\*\*  
Final Fire Behavior Analyst Report (FBAN/LTAN)  
Final Incident Narrative  
Fire Statement of Costs  
Final Fire Perimeter Map  
Final Fire Progression Map  
Incident Action Plans (IAP) (original & corrected)  
ICS 201 Incident Briefing  
ICS 209 Incident Status Summary (**Final Only**)  
ICS 215/215A Planning Worksheets/Safety Analysis \*  
Individual Fire Report FS 5100-29, DI-1202 \*\*  
Infrared Imagery with Interpretation  
Mechanical Use in Wilderness Request  
Newspaper Clippings  
Press Releases / Daily Media Updates  
Photos, Essential (annotated) \*\*\*  
Wildland Fire Decision Support System (WFSS) (Older decision documents may be WFSA/WFIP/EFSA)

**OTHER RECORDS** (see bottom footnote)  
\*Often filed with IAPs  
\*\* Currently electronic, paper copy may be only at dispatch  
\*\*\*All photos essential for understanding the history of the fire from inception to completion should be labeled and placed with the **permanent** records and maintained as such. All duplicate and non-essential photos are treated as temporary.

**Non Records  
Copies of records filed elsewhere.  
Destroy when no longer needed**

Includes **COPIES** of records or records kept in electronic databases scheduled separately such as:

Contracts (including EERAs)  
Fire Qualifications (Red Cards)  
Firefighter / CrewTime Reports  
Resource Orders (ROSS/MIRPS)  
T-Cards used in Ground Support/Supply

**Temporary Fire Incident Management Records  
7 Year Retention**  
(Keep on unit 3 yrs or when no further business need, whichever is less, then send to Federal Records Center for storage)

**SAMPLE OF TEMPORARY DOCUMENTS TYPICALLY FOUND IN INCIDENT RECORDS. NOT A COMPLETE LISTING**

ICS 209 - Incident Status Summary Report  
ICS 211 - Check-In List  
ICS 212 – Demob Vehicle Safety Inspection (& OPF 296)  
ICS 213 - General Message Forms  
ICS 214 - Unit Log  
ICS 218 - Support/Transportation Vehicle Inventory  
ICS 221 - Demobilization Checkout (and ICS 219 T- cards)  
Agency Administrator Briefing  
Air Operations/Helibase Records  
Contingency Plans  
Cost Apportionment Agreement / Daily Cost Estimates  
Cache Issue Return Report/Requisitions (OF 315)  
Demob Plan  
Evacuation Plans  
Equipment Shift Tickets  
Extended Hours Justification  
Fire Behavior Message/Weather Forecast (not part of IAP)  
Firing Operations Plans  
Heritage/Cultural Resources Notification to IMT  
Incident Communications Logs  
Incident Complexity Analysis  
Incident Critical Stress Management Documentation  
Incident Transition Plan/ Takeover / IMT Evaluation  
Medical Logs  
Performance Evaluations  
Photos, Non-Essential  
R&R information  
Resource Advisor Information (air quality, wildlife, etc)  
Resource Orders (originals)  
Safety Officer Reports/Accident Logs  
Security Reports  
Strategy/Tactics  
Structure Protection Plans  
Thank You Letters to Public/Community Partners  
Training Specialist Narrative/Documentation  
Waybills  
Weather Data \*\*\*\*  
\*\*\*\*Weather data entered/maintained electronically are **temporary** and scheduled separately. Raw weather obs (from field belt weather kits) should be placed with the **permanent** records.

**Footnote:** Other **permanent** records may include those relating to joint operations and/or mutual aid; copies of incident reports/analyses prepared by entities other than the IMT or host unit; unique documents of long-term importance to the home unit; records documenting significant interactions with affected communities; and selected reports/notes pertaining to high-level management/security issues not incorporated into the Fire Narrative. **In addition**, GIS electronic files have not yet been scheduled and must be protected by the home unit until retention procedures have been determined.