

# Temporary Fire Incident Management Records 7 Year

Version 03-26-09

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Fire \_\_\_\_\_

Date \_\_\_\_\_

Unit (Forest, Park, etc) \_\_\_\_\_

Accession Number \_\_\_\_\_

Checklist	Boxes	FRC Location		
	Folder Title	Box(s) Number	Folder(s)	Date(s)
	ICS 213 - General Message Forms			
	ICS 214 - Unit Log			
	<b>COMMAND &amp; ADMIN RECORDS</b>			
	Agency Administration Briefing			
	IMT Transition/Debriefing/Performance Eval			
	Incident Complexity Analysis			
	Significant Events Narrative/Notes			
	Special Interest/Political Inquiries			
	<b>HUMAN RESOURCES</b> (Significant Events)			
	Critical Incident Stress Mgmt Narrative			
	<b>INFORMATION</b> (Information Summary/Comm Strategy)			
	Community Relations/PSAs			
	Closure Orders/Restrictions			
	Media Log/Key Contacts/Traplins			
	Public Meeting Agendas/Notes/Briefings			
	Special Events/Tours/VIP Visits			
	Thank You Letters			
	<b>LIAISON/AREP</b> (Contact/Conversation Logs, events)			
	<b>SAFETY OFFICER</b> (Hazard Abatement/Safety Strategy)			
	Accident Investigations			
	JHAs/ Fire Shelter Training			
	Safety Inspections/OSHA Reports/Safenets			
	<b>PLANNING SECTION</b>			
	Damage Assessment/Fire Effects			
	Turnback Standards			

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Checklist	Boxes	FRC Location		
	Folder Title	Box(s) Number	Folder(s)	Date(s)
	<b>RESOURCE ADVISOR</b> (Info/plans)			
	Suppression Repair/Rehab Plan			
	<b>RESOURCE UNIT</b> (Resource Tracking Glide Path)			
	ICS-211 Check-In List			
	<b>SITUATION UNIT</b>			
	Final Agency Jurisdiction/Ownership Map			
	Final Fire Suppression Repair/Rehab Map			
	ICS-209 Incident Status Summary Report (Final In Permanent)			
	Maps (assorted products/No daily ops)			
	<b>FIRE BEHAVIOR ANALYST/IMET</b>			
	Fire Behavior Projections (BEHAVE/FARSITE/FS Pro/RAVAR)			
	Spot Weather Forecasts			
	<b>TRAINING SPECIALIST</b> (Narrative/Final Report)			
	Individual Training Records			
	<b>COMPUTER TECH SPEC</b> (Equip/Property Records)			
	<b>DEMOB UNIT</b> (Demob Plan)			
	Final ISUITE/ROSS Database printout			
	ICS 221 - Demobilization Checkout (T-cards optional)			
	Performance Evaluations			
	R&R Plan/ Information			
	<b>LOGISTICS SECTION</b>			
	<b>COMM UNIT</b> (Radio & Telephone Logs, Repeater Info)			
	<b>FACILITIES UNIT</b> (Health Inspections)			
	<b>FOOD UNIT</b> (Health Insp/Caterer Menus, Orders, Waybills)			

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Checklist	Boxes	FRC Location		
	Folder Title	Box(s) Number	Folder(s)	Date(s)
	<b>GROUND SUPPORT UNIT</b>			
	ICS 212 - Demob Vehicle Safety Inspect (& OPF 296)			
	ICS 218 - Support/Trans Vehicle Inventory			
	Equipment Repair Orders/Shift Tickets			
	Hazard Mitigation - Noxious Weeds/Hazmat			
	Rental Vehicle Checkout List/Inventory			
	Vehicle Dispatch Logs			
	<b>SECURITY UNIT</b> (Security Plan/Patrol Log)			
	<b>MEDICAL UNIT</b> (Accident Action Plan)			
	Medical Injury/Treatment/Issue Logs			
	<b>SUPPLY UNIT</b> (Supply Issue Logs)			
	Cache Issue Report/Accountable Property Summary)			
	Daily Supply Inventory			
	Incident Replacement Requisition & AD-112			
	Property Loss/Damage Report			
	Resource Orders (originals)(ROSS/MIRPS)			
	Saw Part Orders			
	Waybills			
	<b>OPERATIONS SECTION</b> (Demob Glidepath)			
	Contingency Plan			
	Evacuation Plan			
	Strategy/Tactics (Firing Plan)			
	Structure Protection Plan			

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Checklist	Boxes	FRC Location		
	Folder Title	Box(s) Number	Folder(s)	Date(s)
	<b>AIR OPERATIONS</b> (Assorted Air Ops/Helibase Records)			
	<b>FINANCE SECTION</b>			
	Land Use Agreements			
	<b>COMP/CLAIMS UNIT</b> (Injury/Property Damage Claims)			
	<b>COST UNIT</b>			
	Aircraft Costs - Rotary/Fixed Wing			
	Cost Share Apportionment/Agreements			
	Cost Summary (Cumulative)			
	Cost Management			
	ISUITE Daily Cost Tracking Printout			
	<b>TIME UNIT</b> (I-9s & Tax Forms)			
	Excessive Shift Justification			
	Length of Assignment Extension			
	Personnel Time Records			
	Work/rest Justification/Worksheet			
	<b>PROCUREMENT UNIT</b> (Operating Plan)			
	Buying Team Purchase Receipts/Logs/Equipment Log			
	Commisary-Contract/Costs/Claims			
	Contract Letter to CO			
	Contractor Performance Evaluations			
	Equipment Time/Records/Claims			
	Invoices/Issue Reports			
	Pricing Issues			

# Permanent Fire Incident Management Records

Accession into National Arcives 20 years after end of fire season.

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Checklist	Boxes		FRC Location		
	Folder Title		Box(s) Number	Folder(s)	Date(s)
	Delegation of Authority/Return DOA				
	Field Weather Observations (not RAWS)				
	Final Fire Behavior Analyst Report (FBAN/LTAN)				
	Final Incident Narrative Report (or equivalent)				
	Final Statement of Costs				
	Fire Maps (final perimeter, final progression)				
	Incident Action Plans (orig/corrected)				
	ICS 201-Incident Briefing				
	ICS 209-Incident Status Summary ( <b>Final Only</b> )				
	ICS 215/215A Planning Worksheet/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 to long-term documentation				
	Wildland Fire Decision Support System (WFDSS or equivalent)				
	WFSA/WFIP/EFSA (equivalents to WFDSS)				