

## **IMT Instructions for Managing Incident Records**

Incident Management Teams (IMTs) are required to maintain incident records and submit them to the host unit at the close of the incident. The Incident Commander (IC) is responsible for ensuring incident documentation is complete. These official government documents provide a record of significant events and actions taken, provide information to address payments and claims and must be produced under the Freedom of Information Act (FOIA). Some records have permanent value for developing lessons learned and long-term value for managing natural resources.

Complete information and a variety of tools to manage incident records is on the NWCG website: <http://www.nwcg.gov/committees/incident-records-subcommittee/resources>

### **Retention Guidance Reference Sheet**

- Quick one-page reference
- Shows “permanent” *Incident History File* records vs “temporary” incident documentation.
- Found under “**Agency Policy and Guidance**” on the NWCG website.
- Note “*Non-Record*” copies such as ROSS printouts, T-Cards, Red Cards, and carbon copies of forms. Do not include in doc package.

### **Incident History File (IHF)**

- Incident records with long-term value to be transferred to the National Archives.
- Required by Interagency Standards for Fire & Aviation Operations (Redbook, Chapter 11).
- IC required to ensure “incident documentation is complete” (Redbook, Chapter 11)
- IMTs create an IHF to present to host unit at close of incident.
  - **Planning Section** gathers *Permanent* docs from sections/units to create IHF.
  - Permanent maps for IHF are PAPER copies folded flat (not electronic only).
  - IHF filed at front of first box OR in separate box(s) labeled “*Incident History File*”
  - In event of multiple team transitions, incident records remain at the ICP.
  - IHF is assembled by final IMT and handed off to host unit at incident closeout.

### **Organizing Documents on the Incident**

- *Records Retention Kit* (NFES #2990) is available from fire cache with all supplies needed by IMT
- Documents are filed into standard file folders with labels (NOT hanging files).
- Labeled file folders are PLACED INSIDE labeled hanging files in plastic bins.
- Plastic storage bins that accommodate hanging files are recommended for incident records.
- See *Records Kit Supply Ordering Guide* on NWCG website for stackable plastic bin recommendations.
- When practical, file ICS-213 and ICS-214 at the back of the Section files. Segregate these for the final doc package so they are all together (NOT intermixed in the Section files when turned over to the host unit).
- Remove any file folders not used. DO NOT leave any empty pre-labeled folders in documentation package when turned over to the host unit.

### **Graphic Examples for File Organization**

- A graphic guide for standardizing documentation files.
- Distribute graphics to each section/unit to help organize records.

### **Master Documentation Index**

- Used both to organize records on incident and as final index for host unit
- Can be edited to include additional documents not currently listed
- Check off documents present. Include Box # when there are multiple boxes.
- Place in *Documentation Unit* file and a copy in Box #1.

### **Box Lists**

- Used to identify contents of each plastic bin (or box) of records.
- Available for each functional Section AND for the IHF.
- Print on card stock (if available) and place inside front of plastic bin so contents are easily seen.
- Check off documents that are included in box.
- Edit/reformat in WORD as needed to include more than one functional section in a box.

### **IMT Filing Labels**

- Filing labels mirror *Master Documentation Index*.
  - **Permanent** documents are marked "**PERM IHF**" for identification when the IHF is assembled
  - **Sensitive/confidential** documents (marked "**CONFIDENTIAL**") should be handed off to appropriate agency official at closeout.
  - Labels are color coded by functional unit (can also be printed in black and white).
  - Additional labels can be created by editing the WORD document as needed.
  - Use 1/5 cut – Avery #5167 or #8167 mailing labels ½" x 1 ¾", 80/page in 4 columns. Size fits 1 ¾" plastic tab.
- **Label Tips:**
- Download from NWCG site to computer file **BEFORE** printing labels.
  - Practice first on plain paper held up to light against label stock. If misaligned, adjust top/ left margins **File, Page Setup, Margins**.
  - Label stock compatible with Avery will also work
  - If wet conditions anticipated, print out labels on laser printer pre-incident to avoid ink runs.

### **Records Retention Kit / Records Kit Supply Ordering Guide**

- Pre-assembled *Records Retention Kit, IMT* available from the fire cache (NFES #2990). See **Kit, Record Retention** in the NFES catalog for description.
- In addition, the *Records Kit Supply Ordering Guide* (NWCG website) can be used to assemble a local pre-incident records kit or to acquire additional supplies through *Supply or Procurement* on an incident.

### **Financial, Confidential and Electronic Records**

- Except for the ***Final Statement of Costs***, DO NOT MIX Finance Section (Fiscal) records with other records.
- **Sensitive/confidential records** covered by the Privacy Act **must be protected** (such as SS numbers, tax ID #'s, personal phone numbers/addresses). DO NOT leave in file. Hand off to appropriate agency official on the host unit.
- **Human Resource Significant Events** and **Critical Incident Stress Management (CISM)** documentation should be placed in a sealed envelope and delivered to a responsible agency official.
- Original **Patient Evaluation (PE)** forms should be given to employee to submit to employer. The PE copy retained by the *Medical Unit* **MUST** be protected for duration of incident. Post-Incident, additional copies of PE should be destroyed by Medical Unit or the incident agency. Do NOT leave in incident documentation package.
- The Computer Tech Spec should organize Electronic Records to mirror the Master Documentation Index and electronic files should be segregated and handed off to the home unit, NOT intermingled with paper records. It is preferred to index and file all electronic records on a DVD or external hard drive for larger record sets.