

Wildland Fire Incident Records

Retention Guidance

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 FBAN/LTAN/IMET Report
 Final Incident Narrative
 Final Statement of Costs
 Final Fire Perimeter Map
 Final Fire Progression Map
 Final Jurisdiction/Ownership 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) ***
 Significant Events Narrative
 Special Interest / Political Inquiries
 Wildland Fire Decision Support System (WFDSS)
(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 further business need.

Includes **COPIES** (such as carbon copies) of paper records or printouts of records from electronic databases such as:

Contracts (including EERAs)
 Fire Qualifications (Red Cards)
 Firefighter / Crew Time Reports
 Resource Orders (ROSS and other e-databases)
 T-cards

Temporary Fire Incident 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 TYPICAL TEMP DOCUMENTS. **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
 ICS 214 - Unit Log
 ICS 218 - Support/Transportation Vehicle Inventory
 ICS 221 - Demobilization Checkout
 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 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 Defense/Protection Plans
 Thank You Letters to Public/Community Partners
 Training Specialist Narrative/Documentation
 Waybills
 Weather Data ****
 ***Weather data from electronic sources are temporary.
 Raw weather observations (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 or 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.**