



NATIONAL WILDFIRE COORDINATING GROUP

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Memorandum No. 16-009

Date: 13 May 2016

TO: NWCG Executive Board Members

FROM: John Glenn, Chair, NWCG Executive Board

A handwritten signature in black ink that reads "John A. Glenn".

SUBJECT: Update to NWCG Guidance on Incident Records Management

The purpose of this memorandum is to update NWCG guidance to incident management teams for the creation, maintenance and disposition of incident records. The intent of these guidelines is to provide tools to assist fire and records management staff in the use of uniform filing methods for controlling and accessing their records. These guidelines will reside on the NWCG Incident Records Subcommittee website <http://www.nwcg.gov/committees/incident-records-subcommittee/resources>. Please distribute this information as appropriate through your agency channels.

Due to the lead time required to retrofit kits, the Records Retention Kit NFES #2990 will be updated as these kits undergo refurbishment from 2016 incident use.

If you have any questions regarding this document or feedback on suggested improvements to these guidelines, please contact Jamie Parker, NWCG Incident Business Committee chair, at (208) 387-5684 or [jnparker@fs.fed.us](mailto:jnparker@fs.fed.us)