



**National Wildfire Coordinating Group
(NWCG)**

Incident Business Committee (IBC)

IBC Memo 21-03

June 7, 2021

To: Geographic Area Incident Business Committees
From: Dave Burley, Chairperson, NWCG Interagency Incident Business Committee
Subject: Recommendations for Incident Finance Electronic File Management

With the recent transition from hard copy to electronic formats on emergency incidents, the NWCG Incident Business Committee (IBC) established a task group to review electronic file management standards. The task group, which consisted of participants from several agencies, then developed recommendations for file naming conventions, file structures, workflow processes, and inbox management.

The following documents, which have been approved by the NWCG-IBC, are provided as standard procedures for incident-wide electronic finance files and folders.

- File Structure and Naming Conventions.
- Folder-File Matrix.
- FireNet Workflow Graphic.

The intent of the attached documents is to provide a standard and consistent approach across incidents to improve transitions between incident management teams (IMTs) and to provide a standard product for host units. The IBC will be requesting feedback at the end of the 2021 season for adjustments or improvements that can be made to this effort.

This information can be found at: <https://www.nwcg.gov/committees/incident-business-committee/correspondence> For questions, please contact your IBC representative.

/s/ Dave Burley

Dave Burley, Chair IBC
Date: June 7, 2021

Attachments:
Finance Working Files File Structure
Finance File Structure-Folder File Matrix
Working with Attachments - Manual vs Automated Workflow