**BOX INVENTORY LIST - Permanent Records (20 year)**

Permanent Fire Incident Records: Transfer ownership to National Archives after twenty (20) years.

**Incident Name: Incident Date:**

**Location: Accession Number:**

|[ ]  **Permanent Records - Folder Title** | **Box Number** | **Folder(s)** | **FRC Location** | **Notes** |
| --- | --- | --- | --- | --- |
|  | Delegation of Authority / Return of DOA |  |  |  |  |
|  | Field Weather Observations (not RAWS) |  |  |  |  |
|  | Final FBAN / LTAN / IMET Report |  |  |  |  |
|  | Final Agency Jurisdiction / Ownership Map |  |  |  |  |
|  | Final Fire Perimeter Map |  |  |  |  |
|  | Final Fire Progression Map |  |  |  |  |
|  | Final Statement of Costs |  |  |  |  |
|  | Fire Narrative / Executive Summary |  |  |  |  |
|  | IAPs (original & corrected) (Dates: ) |  |  |  |  |
|  | ICS 201 Incident Briefing |  |  |  |  |
|  | ICS 209WF Incident Status Summary (final only) |  |  |  |  |
|  | ICS 215 Planning Worksheet (if not filed with IAP) |  |  |  |  |
|  | ICS 215A LCES Safety Analysis (if not filed with IAP) |  |  |  |  |
|  | Individual Fire Report (FS 5100-29 / DI-1202) |  |  |  |  |
|  | Infrared Imagery (with interpretation) |  |  |  |  |
|  | Mechanical Use in Wilderness Request |  |  |  |  |
|  | Media Releases / Daily Fire Updates |  |  |  |  |
|  | Newspaper Clippings |  |  |  |  |
|  | Photos (with captions) |  |  |  |  |
|  | Significant Events Narrative / Reports |  |  |  |  |
|  | Special Interest / Political Inquiries |  |  |  |  |
|  | Wildland Fire Decision Support System (WFDSS) |  |  |  |  |

**BOX INVENTORY LIST - Temporary Records (7 year)**

Keep on unit 3 years or until no further business need, then retire to Federal Records Center for storage.

**Incident Name: Incident Date:**

**Location: Accession Number:**

|[ ]  **Temporary Records - Folder Title** | **Box Number** | **Folder(s)** | **FRC Location** | **Notes** |
| --- | --- | --- | --- | --- |
|  | **INCIDENT COMMANDER** |  |  |  |  |
|  | Agency Administrator Briefing / Packet |  |  |  |  |
|  | IMT Transition / Debriefing |  |  |  |  |
|  | Incident Complexity Analysis |  |  |  |  |
|  | Turnback Standards |  |  |  |  |
|  | **INFORMATION** |  |  |  |  |
|  | Community Relations / PSAs |  |  |  |  |
|  | Closure Orders / Restrictions |  |  |  |  |
|  | Information Summary / Communication Strategy |  |  |  |  |
|  | Media Log / Key Contacts / Traplines |  |  |  |  |
|  | Public Meeting Agendas / Notes / Briefings |  |  |  |  |
|  | Special Events / Tours / VIP Visits |  |  |  |  |
|  | Thank You Letters |  |  |  |  |
|  | Web Pages / Videos / Photos |  |  |  |  |
|  | **LIAISON / AGENCY REPS** |  |  |  |  |
|  | Contact Log / Conversation Record |  |  |  |  |
|  | LOFR Significant Events / Reports |  |  |  |  |
|  | **SAFETY** |  |  |  |  |
|  | Accident Investigation Reports |  |  |  |  |
|  | Hazard Abatement / Safety Strategy |  |  |  |  |
|  | JHAs / Fire Shelter Training |  |  |  |  |
|  | Safety Inspections / OSHA Reports |  |  |  |  |
|  | SAFENETs |  |  |  |  |
|  | **IT SUPPORT SPECIALIST** |  |  |  |  |
|  | Equipment / Property Records |  |  |  |  |
|  | **DEMOB UNIT** |  |  |  |  |
|  | Demob Plan |  |  |  |  |
|  | Final Resources Database Printout |  |  |  |  |
|  | ICS 221 Demob Checkout AIRCRAFT |  |  |  |  |
|  | ICS 221 Demob Checkout CREWS |  |  |  |  |
|  | ICS 221 Demob Checkout EMERGENCY |  |  |  |  |
|  | ICS 221 Demob Checkout EQUIPMENT |  |  |  |  |
|  | ICS 221 Demob Checkout OVERHEAD |  |  |  |  |
|  | Performance Evaluations (Overhead, Crews, Equipment) |  |  |  |  |
|  | R & R Plan / Information |  |  |  |  |
|  | **DOCUMENTATION UNIT** |  |  |  |  |
|  | Master Documentation Index (copy #2) |  |  |  |  |
|  | **FBAN / LTAN / IMET**  |  |  |  |  |
|  | Fire Behavior Projections |  |  |  |  |
|  | Spot Weather Forecasts |  |  |  |  |
|  | **RESOURCE ADVISOR** |  |  |  |  |
|  | Resource Advisor Information / Plans |  |  |  |  |
|  | Suppression Repair / Rehab Plan |  |  |  |  |
|  | **RESOURCES UNIT** |  |  |  |  |
|  | ICS 207 Organization Chart |  |  |  |  |
|  | ICS 211 Check-in Lists |  |  |  |  |
|  | Resource Tracking Glide Path |  |  |  |  |
|  | **SITUATION UNIT** |  |  |  |  |
|  | Final Fire Suppression Repair / Rehab Map |  |  |  |  |
|  | GIS Data (file w/electronic @ close of incident) |  |  |  |  |
|  | ICS 209WF Incident Status Summary (final to IHF) |  |  |  |  |
|  | Maps – Special Products (not daily ops) |  |  |  |  |
|  | Structural Damage Assessment |  |  |  |  |
|  | **TRAINING SPECIALIST** |  |  |  |  |
|  | Incident Training Narrative / Final Training Report |  |  |  |  |
|  | Individual Records A-L |  |  |  |  |
|  | Individual Records M-Z |  |  |  |  |
|  | **COMMUNICATION UNIT** |  |  |  |  |
|  | Communications Equipment Inventory |  |  |  |  |
|  | Radio Traffic Logs / Telephone Logs |  |  |  |  |
|  | Repeater Site Documentation |  |  |  |  |
|  | Radio Repairs |  |  |  |  |
|  | **FACILITIES UNIT** |  |  |  |  |
|  | Facilities Health Inspections |  |  |  |  |
|  | **FOOD UNIT** |  |  |  |  |
|  | Caterer – Menu / Meal Logs |  |  |  |  |
|  | Caterer – Orders / Waybills |  |  |  |  |
|  | Food / Caterer Health Inspections |  |  |  |  |
|  | **GROUND SUPPORT UNIT** |  |  |  |  |
|  | Equipment Repair Orders |  |  |  |  |
|  | Hazard Mitigation – Noxious Weeds / Hazmat |  |  |  |  |
|  | ICS 212WF Demob Vehicle Safety Inspection |  |  |  |  |
|  | ICS 218 Support / Transportation Vehicle Inventory |  |  |  |  |
|  | OF 296 Vehicle / Heavy Equipment Inspection Checklist |  |  |  |  |
|  | Rental Vehicle Checkout List |  |  |  |  |
|  | Rental Vehicle Inventory |  |  |  |  |
|  | Vehicle Dispatch Logs – Buses, Pick-ups, etc. |  |  |  |  |
|  | **MEDICAL UNIT** |  |  |  |  |
|  | Accident Action Plan |  |  |  |  |
|  | Medical Injury / Treatment Log |  |  |  |  |
|  | Medical Issue Log |  |  |  |  |
|  | **SECURITY UNIT** |  |  |  |  |
|  | Patrol Logs |  |  |  |  |
|  | Security Plan |  |  |  |  |
|  | **SUPPLY UNIT** |  |  |  |  |
|  | Accountable Property Summary to Cache |  |  |  |  |
|  | Incident Replacement Authorizations |  |  |  |  |
|  | Cache Issue Report |  |  |  |  |
|  | Daily Inventory |  |  |  |  |
|  | Fire Property Issue Logs |  |  |  |  |
|  | Property Loss / Salvage Report |  |  |  |  |
|  | Resource Orders – CREWS/EQUIP/OH/SUP (ICS 213) |  |  |  |  |
|  | Saw Part Orders |  |  |  |  |
|  | Supply Issue Logs |  |  |  |  |
|  | Supply Orders – BUYT / CACHE / LINE (ICS 213) |  |  |  |  |
|  | Supply Orders – General (ICS 213) |  |  |  |  |
|  | Waybills / Buying Team Waybills |  |  |  |  |
|  | **OPERATIONS** |  |  |  |  |
|  | Contingency Plan(s) |  |  |  |  |
|  | Demob Glide Path |  |  |  |  |
|  | Evacuation / Re-entry Plans |  |  |  |  |
|  | Strategy / Tactics |  |  |  |  |
|  | Structure Defense / Protection Plan(s) |  |  |  |  |
|  | **AIR OPERATIONS** |  |  |  |  |
|  | Aircraft Authorizations |  |  |  |  |
|  | Flight Use / Hour Tracking (FS 127 / OES 23) |  |  |  |  |
|  | Helibase Daily Use / Cost Summary |  |  |  |  |
|  | Helibase Documentation (misc) |  |  |  |  |
|  | Helicopter Daily Use / Cost Summary |  |  |  |  |
|  | Helicopter Briefing / Debriefing Checklist |  |  |  |  |
|  | Helicopter Crew Information Sheet |  |  |  |  |
|  | Helicopter Information Sheet |  |  |  |  |
|  | Helicopter Demob Information Sheet |  |  |  |  |
|  | Load Calculations / Manifests |  |  |  |  |
|  | Mission Request / Flight Following Log |  |  |  |  |
|  | Retardant Drop Tracking |  |  |  |  |
|  | Safecoms |  |  |  |  |
|  | Temporary Flight Restrictions (TFRs) |  |  |  |  |
|  | **FINANCE SECTION** |  |  |  |  |
|  | Land Use Agreements |  |  |  |  |
|  | **COMP / CLAIMS UNIT** |  |  |  |  |
|  | Comp for Injury Documents / Logs |  |  |  |  |
|  | Property Damage Claims / Logs |  |  |  |  |
|  | **COST UNIT** |  |  |  |  |
|  | Aircraft Cost – Rotary / Fixed Wing |  |  |  |  |
|  | Cost Share Apportionment / Agreements |  |  |  |  |
|  | Cost Summary (Cumulative) |  |  |  |  |
|  | Cost Management |  |  |  |  |
|  | Final Daily Cost Tracking Database Printout |  |  |  |  |
|  | **PROCUREMENT UNIT** |  |  |  |  |
|  | Buying Team Purchase Receipts |  |  |  |  |
|  | Buying Team Purchase Log |  |  |  |  |
|  | Buying Team Equipment Log |  |  |  |  |
|  | Commissary – Contract / Costs / Claims |  |  |  |  |
|  | Contract Letter to CO |  |  |  |  |
|  | Contractor Performance Evaluations |  |  |  |  |
|  | Equipment Time / Records / Claims |  |  |  |  |
|  | Invoices / Issue Reports |  |  |  |  |
|  | Operating Plan |  |  |  |  |
|  | Pricing Issues |  |  |  |  |
|  | **TIME UNIT** |  |  |  |  |
|  | Excessive Shift Justification |  |  |  |  |
|  | I-9s and Tax Forms |  |  |  |  |
|  | Length of Assignment Extension |  |  |  |  |
|  | Personnel Time Records |  |  |  |  |
|  | Work / Rest Justification / Worksheet |  |  |  |  |
|  |  |  |  |  |  |
|  | **ICS 213 GENERAL MESSAGES** |  |  |  |  |
|  | Command / Admin |  |  |  |  |
|  | Finance Section |  |  |  |  |
|  | Logistics Section |  |  |  |  |
|  | Planning Section |  |  |  |  |
|  | Operations Section |  |  |  |  |
|  | **ICS 214 UNIT LOGS** |  |  |  |  |
|  | Command / Admin |  |  |  |  |
|  | Finance Section |  |  |  |  |
|  | Logistics Section |  |  |  |  |
|  | Planning Section |  |  |  |  |
|  | Operations Section |  |  |  |  |