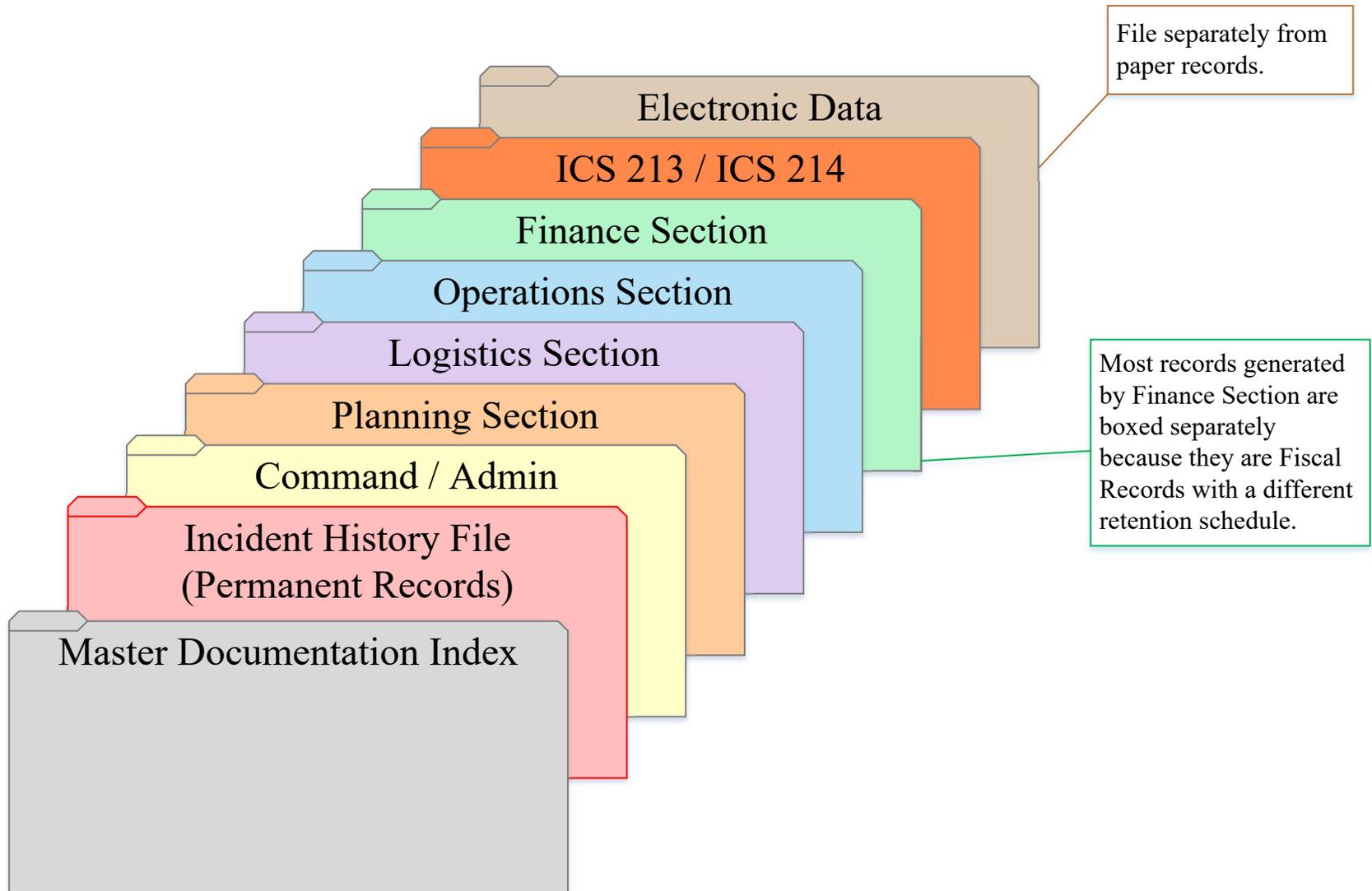


# Graphic Examples For Organizing Incident Records

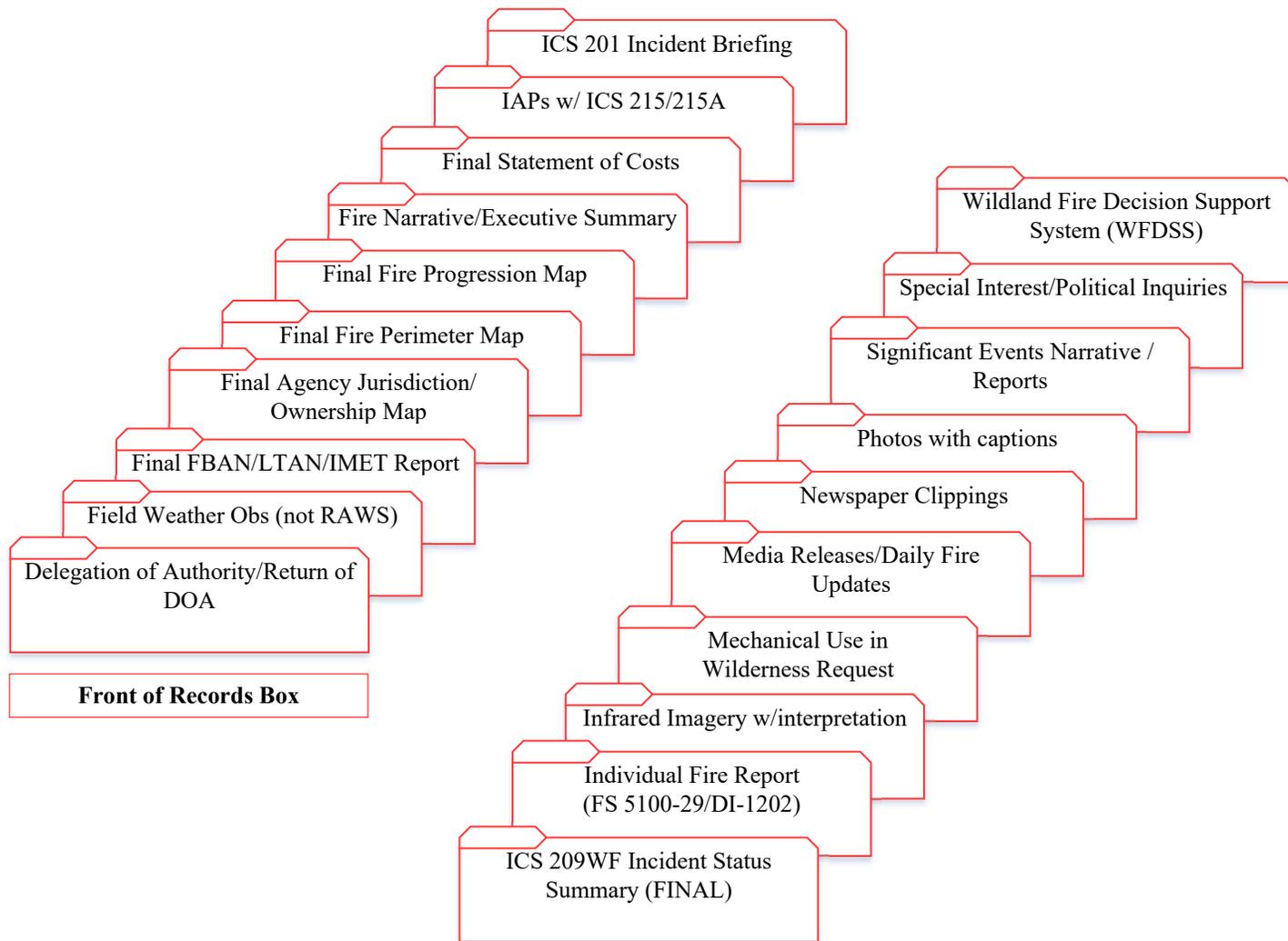


# Graphic Examples For Organizing Incident Records

## INCIDENT HISTORY FILE

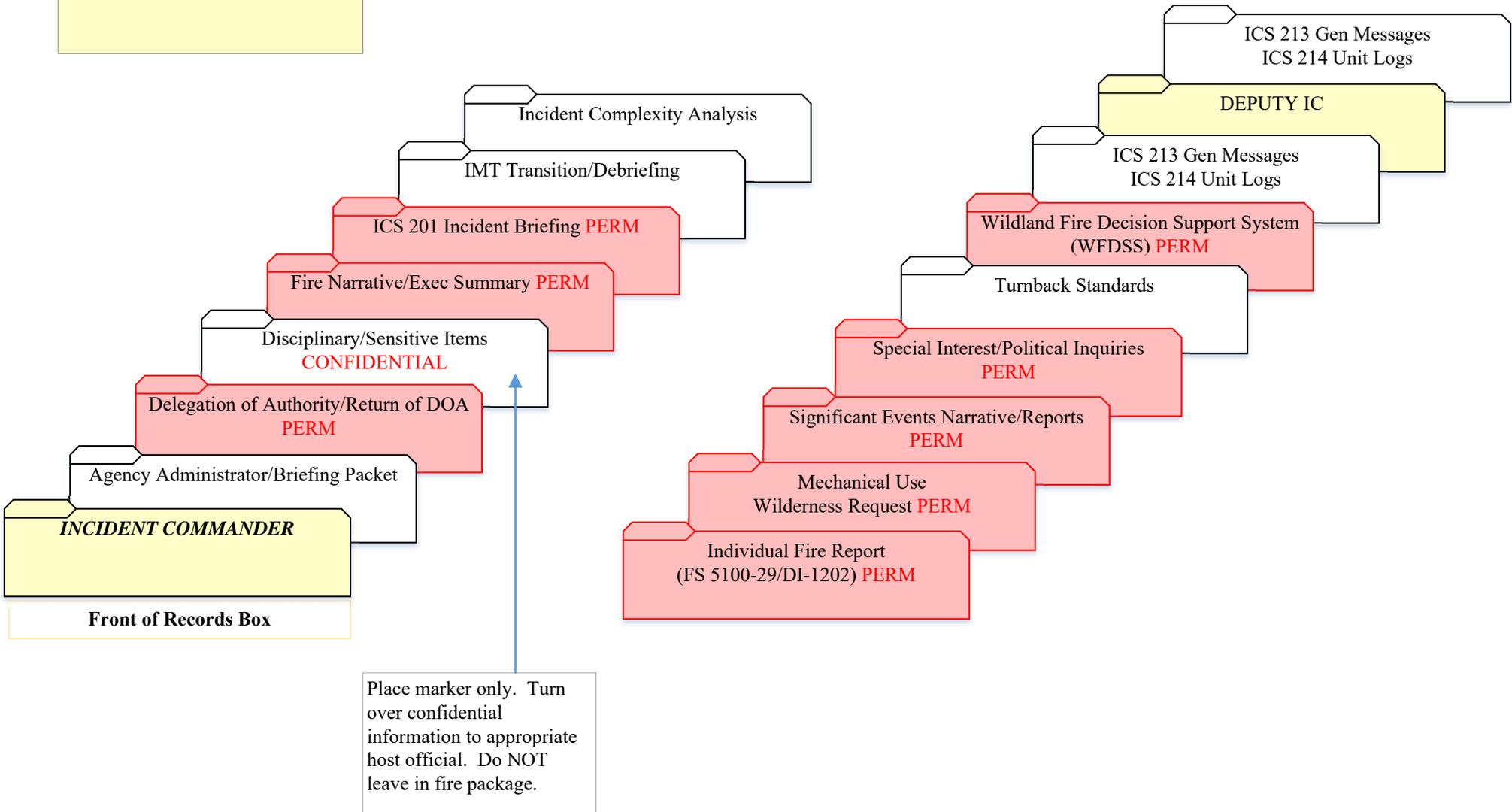
*Incident History File* contains the official paper copy of **Permanent** records, including signed original decision documents/reports.

Keep IHF on host unit with fire package for three (3) years or until no further business needed; then send to **Federal Records Center** for storage. Transfer to NARA after twenty (20) years.

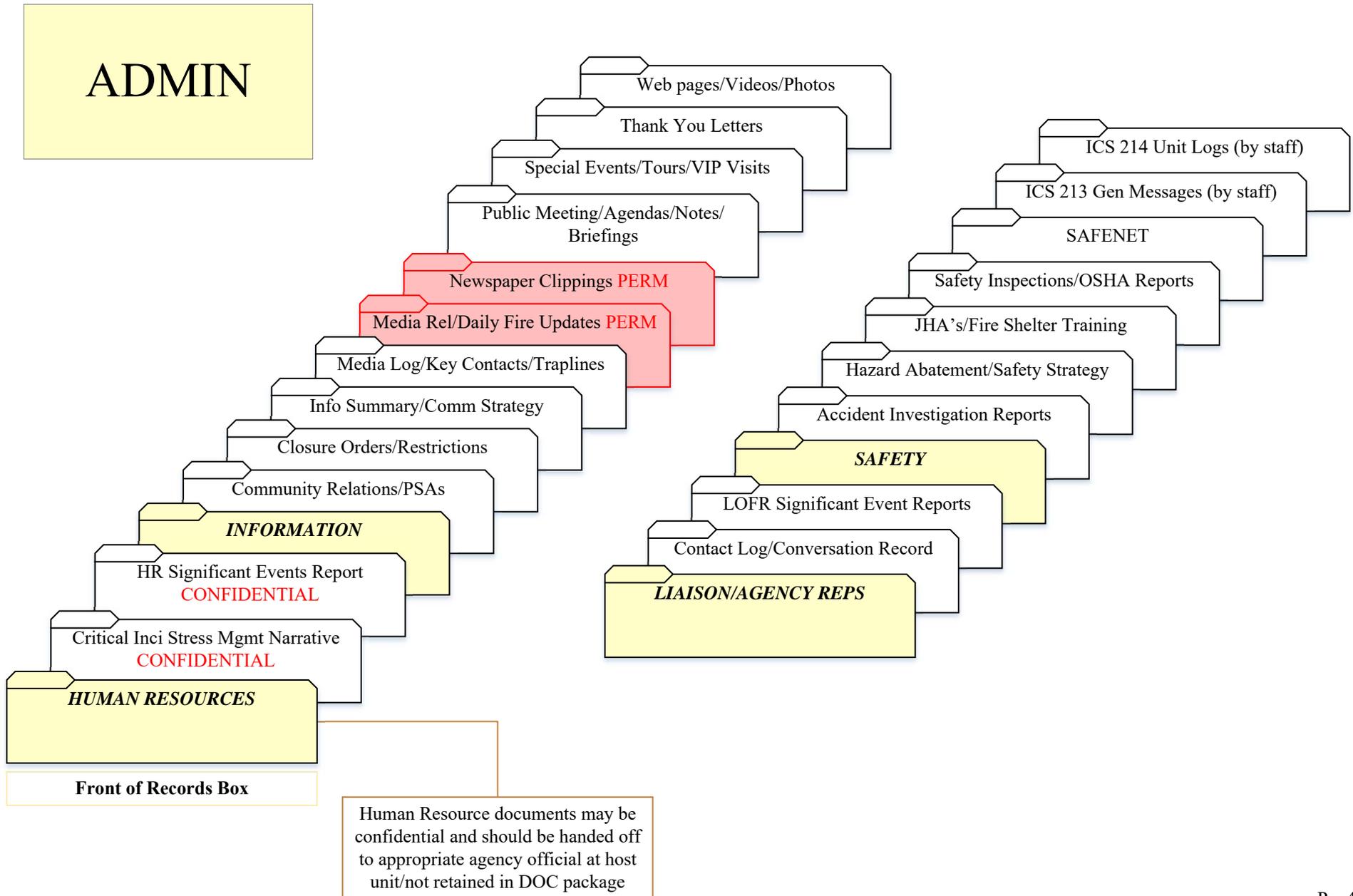


# Graphic Examples For Organizing Incident Records

**COMMAND**

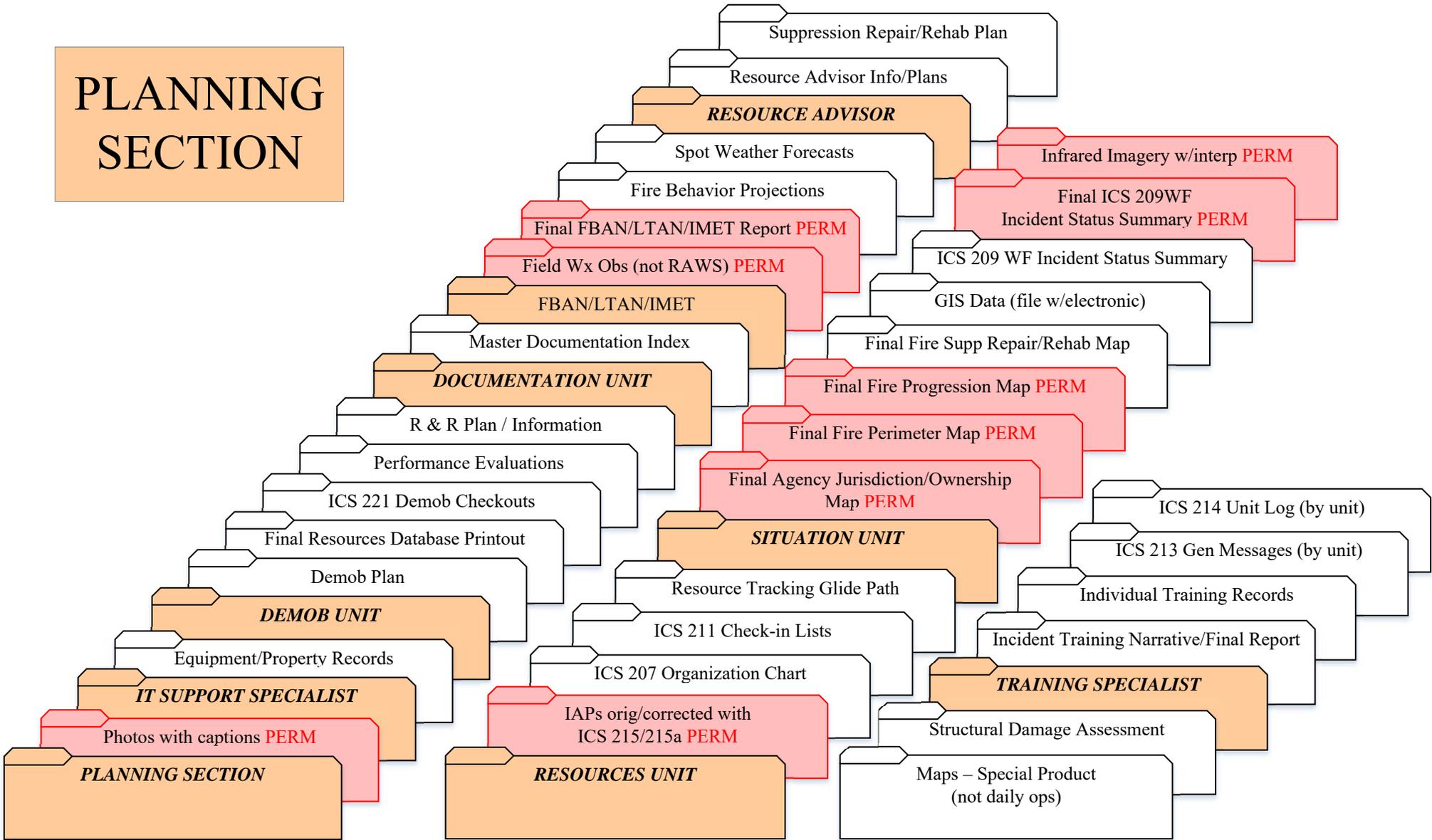


# Graphic Examples For Organizing Incident Records



# Graphic Examples For Organizing Incident Records

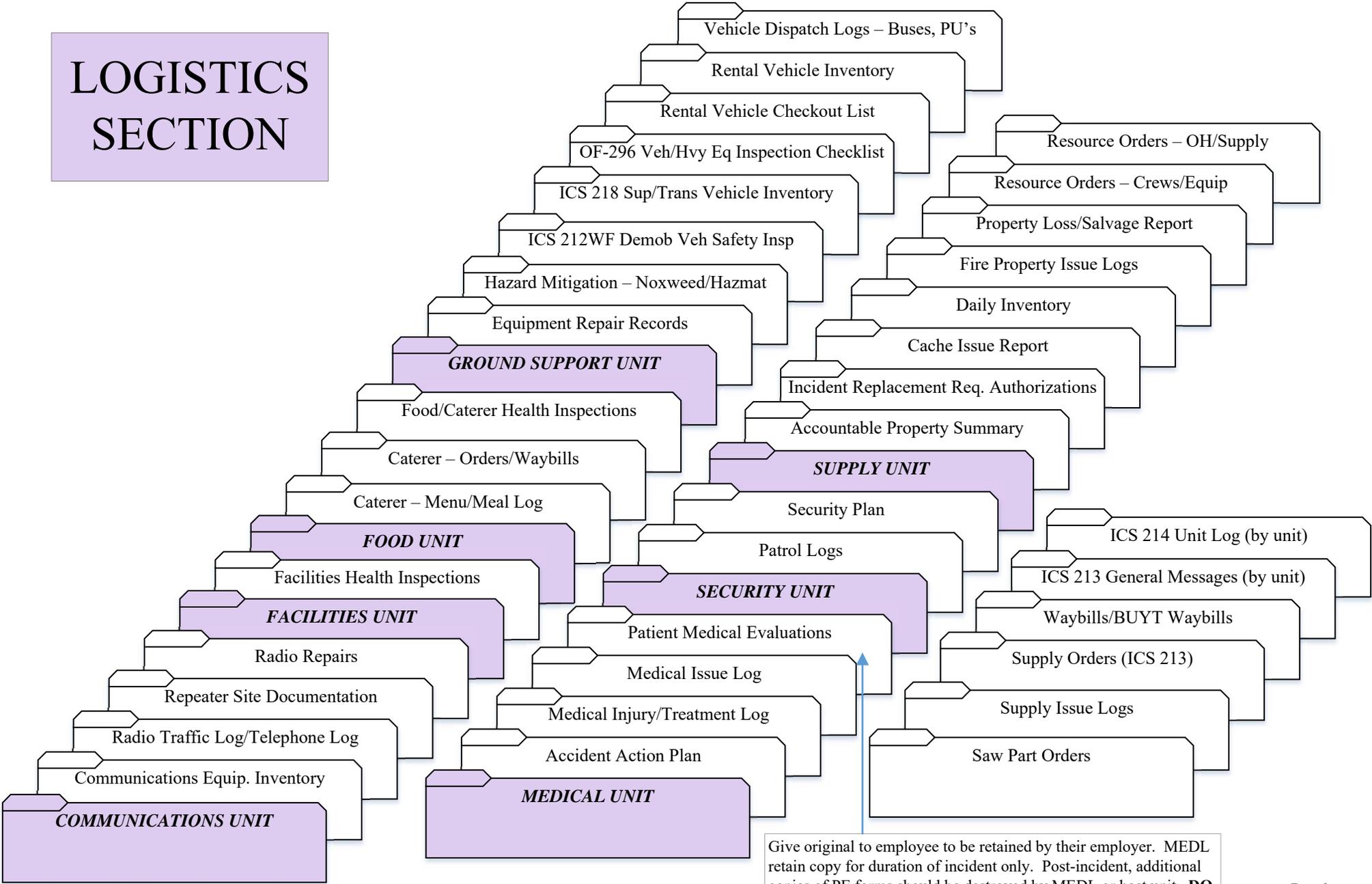
**PLANNING SECTION**



**Front of Records Box**

# Graphic Examples For Organizing Incident Records

## LOGISTICS SECTION

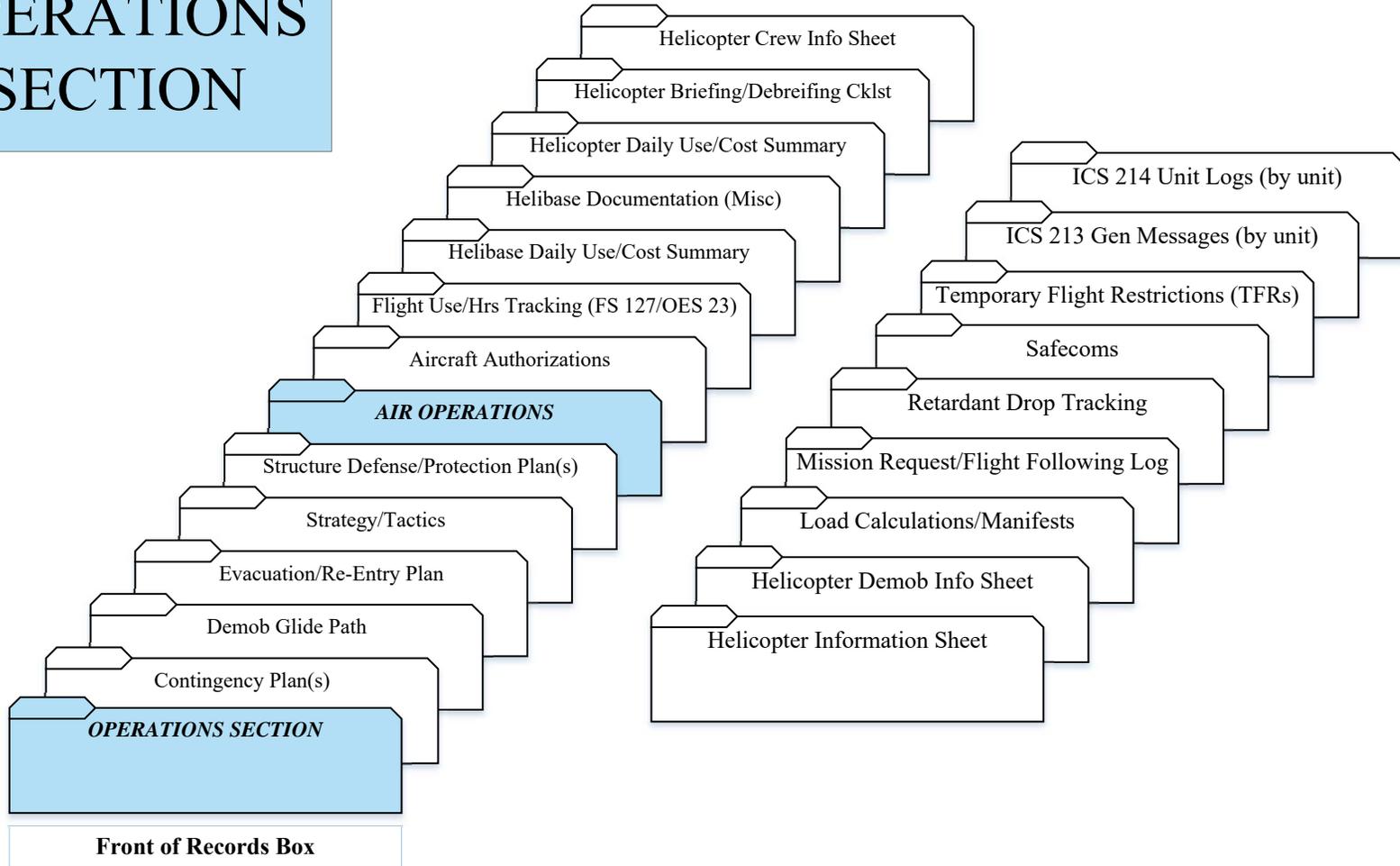


Front of Records Box

Give original to employee to be retained by their employer. MEDL retain copy for duration of incident only. Post-incident, additional copies of PE forms should be destroyed by MEDL or host unit. **DO NOT leave in incident files**

# Graphic Examples For Organizing Incident Records

## OPERATIONS SECTION



# Graphic Examples For Organizing Incident Records

**FINANCE SECTION**

