

Wildland Fire Incident Records – Retention Guidance

Permanent Fire Incident Records to National Archives after 20 years

Keep on unit 3yrs or when no further business is needed, whichever is less, then send to Federal Records Center for storage.

- Delegation of Authority / Return of DOA
- Field Weather Observations (not RAWs) ¹
- Final FBAN / LTAN / IMET Report
- Final Agency Jurisdiction / Ownership Map
- Final Fire Perimeter Map
- Final Fire Progression Map
- Fire Statement of Costs
- Fire Narrative / Executive Summary
- Incident Action Plans (IAP) (original & corrected)
- ICS 201 Incident Briefing
- ICS 209WF Incident Status Summary (final)
- ICS 215/215A Planning Worksheets/Safety Analysis²
- 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, (w/ captions)³
- Significant Events Narrative / Reports
- Special Interest / Political Inquiries
- Wildland Fire Decision Support System (WFDSS)

Other Records:

- Other **permanent** records may include those relating to joint operations and/or mutual aid; copies of incident reports/analyses prepared by entities other than IMT or host unit; unique documents of long-term importance to 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. GIS Data (file with electronic at close of incident).

Non-Records

Copies of records filed elsewhere.
Destroy when no longer needed.

Includes copies of records or records kept in electronic databases scheduled separately such as:

- Contracts (including EERAs)
- Fire Qualifications
- Firefighter / Crew Time Reports
- Resource Orders
- T-Cards used in Ground Support/Supply

Temporary Fire Incident Records 7 Year Retention

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

SAMPLE OF TEMPORARY DOCUMENTS TYPICALLY FOUND IN INCIDENT RECORDS (not a complete listing).

- ICS 209WF Incident Status Summary
- ICS 211 Check-in List
- ICS 212WF Demob Vehicle Safety Insp (& OF 296)
- ICS 213 General Message Forms
- ICS 214 Unit Log
- ICS 218 Support/Transportation Vehicle Inventory
- ICS 221 Demobilization Checkout (& ICS 219 T- cards)
- Accident Investigation Reports
- Agency Administrator Briefing / Packet
- Cache Issue Report
- Community Relations / PSAs
- Contingency Plans
- Cost Share Apportionment / Agreements
- Demob Plan
- Evacuation / Re-entry Plans
- Excessive Shift Justification
- Fire Behavior Projections
- Hazard Abatement / Safety Strategy
- Helibase Documents
- IMT Transition / Debriefing
- Incident Complexity Analysis
- Medical Issue Log
- Performance Evaluations
- Public Meeting Agendas / Notes / Briefings
- Radio Traffic Logs / Telephone Logs
- Resource Tracking Glide Path
- Security Plans & Patrol Logs
- Strategy / Tactics
- Structure Defense / Protection Plans
- Thank You Letters
- Training Specialist Incident Narrative / Final Report
- Turnback Standards
- Waybills
- Weather Data ¹

1. Weather data entered/maintained electronically are temporary and scheduled separately. Weather obs (from field belt weather kits) should be placed with the permanent records.
2. Often filed with IAPs.
3. 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.