

Records Kit Supply Ordering Guide

The *Records Retention Kit* (NFES #002990) is available from the fire cache and provides the supplies needed by an IMT to comply with incident records retention policy. This start-up kit contains the following items:

- Labels, 4 sets
- Folder, file, standard 1/5 cut – 3 boxes
- Folder, hanging file with 1/5 cut plastic tabs – 4 boxes
- Plastic bins, 12 gallon (12 ½” x 15” x 12 ½”) – 8 each
- IMT tools: IMT Instructions, Master Documentation Index, IMT Box Indexes, Retention Guidance, and Graphic Examples for File Organization

Complete information and a variety of tools to manage incident records are available for download on the NWCG website, <https://www.nwcg.gov/notices#records>, under Incident Records.

Units can assemble a local pre-incident *Records Retention Kit* with contents as follows. This information can also be used to order additional supplies through Supply or Procurement on an incident:

- **IMT Instructions** – 1 copy, laminated
- **Master Documentation Index** – 1 copy for documentation box; others copies for distribution to Sections as filing aid (or use Graphic Examples for File Organization)
- **IMT Box Indexes** – 1 copy
- **Retention Guidance Reference** – 1 copy, laminated
- **Graphic Examples for File Organization** – laminated; 1 set for Planning Section; 1 set for distribution to Sections as filing aid (or use Master Documentation Index)
- **IMT File Labels** – 4 sets, Avery # 5167 or #8167 mailing labels ½” x 1 ¾”, 80/page in 4 columns (other brands may be compatible but may have alignment issues)
2 Sets – Planning (1 set for inner file folders, 1 set for hanging files)
2 Sets – Distribute additional sets to Sections for labeling their files
Order estimate = 7 sheets labels/set
- **Manila File Folders** – 100/bx, 1/5 cut (GSA #7530-00-281-5941)
Order estimate = 3 boxes (300 folders)
- **Standard Hanging File Folders** – 25/bx (GSA# 7530-01-364-9498)
Order estimate = 12 boxes (300 folders). Any mix of colors is fine.
- **Plastic Bins** – Bins should be stackable with hinged, interlocking lid and capable of accommodating standard hanging files. Initial quantity needed 6-12 (21.5” x 15” x 12.5”)