



**National Wildfire Coordinating Group  
Records File Plan August 2012**

**Meetings Records**

*Meetings of the Executive Board and its subgroups provide important documentation of NWCG activities and decisions. Separate files are to be maintained for the final approved minutes, for the recordings and notes used to develop those minutes, and for the background materials provided at or prior to meetings. Records supporting the scheduling, travel arrangements and other logistics for meetings will be filed elsewhere in this schedule.*

*Examples of records appropriate for filing in the MEET section are: approved versions of minutes for meetings of the Executive Board, chartered committees, subcommittees, units, subunits, boards, and task teams; material used during meetings including agendas, handouts, and presentation materials; and documentation of the meeting such as notes for compiling minutes and recording files of meetings in any format such as webcasts, podcasts, sound recordings, video, and webinar files. In all cases, a single copy, either electronic or hard copy, should be designated as the official record copy and retained for the appropriate disposition period.*

1. **MEET-1 Meeting Minutes and Recordings** aN1-583-12-xx/

Documents created in support of meetings of the NWCG Executive Board and of its subgroups.

- a) Final approved minutes for meetings of Executive Board and subgroups.  
Retention: PERMANENT. Cut-off annually. Transfer to National Archives in five-year blocks when the ~~oldest~~ record is 15 years old.  
*MOST RECENT*
- b) Drafts minutes and recordings in all formats for meetings of Executive Board and subgroups.  
Retention: TEMPORARY. Destroy when minutes are approved or when no longer needed.

2. **MEET-2 Meeting Agenda Packets and Background Material** aN1-583-12-xx

Includes agendas, draft minutes of prior meetings, copies of slide and other presentations, draft materials for review and approval and other materials provided to meeting participants prior to or during the meeting.

- a) Agenda packets and background material for all other meetings  
Retention: TEMPORARY. Cut-off annually. Destroy when two years old or no longer needed for business, whichever is later.
- b) Agenda packets and background material for Executive Board meetings  
Retention: PERMANENT. Cut-off annually. Transfer to National Archives in five-year blocks when the ~~oldest~~ record is 15 years old.  
*MOST RECENT*

## Communication Records

NWCG transmits fire management information and guidance through formal and less formal publications. For legal, historical and accountability reasons one copy of each publication (2 copies for posters) and numbered memoranda is to be retained. Duplicate copies may be destroyed when no longer needed. General records related to the duplication and distribution of publications are filed in this section. Records created in developing the content of publications and memorandums concerning NWCG's role in fire management are filed under the NWCG Program Management series and retained for five years after the completion of the project/publication.

Examples of records appropriate for filing in the COMM section are numbered decision memoranda, NWCG materials used under the Publications Management System (PMS) and others issued less formally such as annual reports, forms, guidelines, standards, issue papers, white papers, and briefings. In all cases, a single copy, either electronic or hard copy, should be designated as the official record copy and retained for the appropriate disposition period.

### 3. **COMM-1 Numbered Decision Memoranda** **aN1-583-12-xx/**

Official numbered decision memoranda issued by NWCG Executive Board and its subgroups

Retention. PERMANENT. Cut-off annually. Transfer to the National Archives and Records Administration (NARA) in five-year blocks when the ~~oldest~~ record is 15 years old.

*MOST RECENT*

### 4. **COMM-2 Publications** **aN1-583-12-xx/**

- a) Publications issued under the Publications Management System (PMS)  
Retention. PERMANENT. Cut-off annually. Transfer one copy of each publication to the National Archives and Records Administration (NARA) in five-year blocks when the ~~oldest~~ publication is 15 years old.
- MOST RECENT*
- b) All other publications

- 1) Posters. Retention. PERMANENT. Transfer 2 copies of each printed poster to the National Archives and Records Administration (NARA) – if an agency printing distribution list exists include NARA, if not send the 2 posters to NARA upon printing.
- 2) Publications not produced under the PMS system such as annual reports, organization charts, guidelines, standards, issue papers, white papers, official forms, training materials, newsletters, brochures, and other miscellaneous publications.  
Retention. PERMANENT. Cut-off annually. Transfer one copy of each publication to the National Archives and Records Administration (NARA) in 5-year blocks when the ~~oldest~~ publication is 15 years old.

*MOST RECENT*

- 3) Publications available through the NWGC web site duplicated in hard copy or electronic format and scheduled under sub-items a, b1, and b2 above.  
Retention TEMPORARY. Destroy or delete when obsolete or superseded

### **NWCG Program Records**

*Records created in carrying out NWCG's programmatic role in fire management, excluding meetings records and final publications and memorandums, are filed in this section.*

*Examples of records appropriate for filing in the NWCG section are general files on NWCG fire management functions maintained by coordinators, chairs and members as well as files created for specific fire management-related NWCG projects. Administrative or housekeeping records created in support of the operation of NWCG will be filed elsewhere in this schedule. In all cases, a single copy, either electronic or hard copy, should be designated as the official record copy and retained for the appropriate disposition period.*

5. **NWCG-1      Program Files** aN1-583-12-xx/

Files regarding NWCG programmatic activities maintained by the Program Management Unit, Executive Board members, subgroup chairs, and subgroup members not covered elsewhere in this schedule

- a) Project records  
Retention. TEMPORARY Cut-off when project is complete Destroy when 5 years old
- b) Subject files and other records too general to file under a specific project  
Retention: TEMPORARY. Cut-off annually. Destroy when 5 years old.

NOTE If permanent records covered by this schedule are electronic, transfer to the National Archives within one to three years, and every three years thereafter