



**File Code:** 5180-1  
**Route To:** (6230)

**Date:** March 28, 2006

**Subject:** Management of Legacy Fire Records

**To:** Regional Foresters, Station Directors, Area Director, IITF Director, and WO Staff

As part of the on-going program to capture and use the extensive historical information we have gathered over several decades fighting fires, we need each Region to consolidate those legacy records generated in the course of fire fighting and ship them to the appropriate Federal Records Center facility.

The Fire Records Project is part of a joint effort between the National Archives and Records Administration (NARA), the Forest Service, the National Incident Coordinating Committee, National Park Service, Bureau of Land Management, Fish and Wildlife Service, Bureau of Indian Affairs, and other Federal agencies. This project involves coordination between fire organizations and the records management staffs at every level of the agencies involved.

Consolidating these valuable legacy records has several advantages to the Forest Service as well as other agencies who share responsibility in protecting natural resources. Consolidation will ensure that all users have access to this data. It will increase our operational efficiency by saving staff time and financial resources by using a consistent approach to handling legacy fire records. It will allow analysts to research and compile data on the history of fires and provide valuable data for increasing situational awareness of potential fire behavior in terrain/vegetation with previously recorded fire history. This project has the potential for assisting current ongoing work such as Land Management Plan revisions, Fire Program analysis, LANDFIRE data collection, and fire management planning.

Storing the legacy records at facilities with the capability of protecting documents from deterioration and damage will ensure this valuable resource is available when needed. This project will also ensure that the Forest Service is in compliance with Federal laws dealing with records management.

Full support is expected from all unit managers. The Forest Service National Records Officer is coordinating the legacy fire records project. The goal is to have all legacy fire records stored at Federal Records Centers by September 30, 2008.



Thank you for your cooperation. If you have questions, you may contact David Pearce, the National Records Officer, at (703) 605-4927.

*/s/ T.C. Harbour*  
TOM HARBOUR  
Director, Fire and Aviation Management

*/s/ Rita Morgan (for)*  
THELMA J. STRONG  
Director, Office of Regulatory and  
Management Services

cc: pdl wo ops orms records mgrs