



**FOREST SERVICE HANDBOOK
NATIONAL HEADQUARTERS (WO)
WASHINGTON, DC**

FSH 6209.11 - RECORDS MANAGEMENT HANDBOOK

CHAPTER 40 - FILE DESIGNATIONS AND DISPOSITION

Interim Directive No.: 6209.11-2005-1

Effective Date: April 28, 2005

Duration: This interim directive expires on October 28, 2006.

Approved: IRVING W. THOMAS

Associate Deputy Chief for Business Operations

Date Approved: 04/14/2005

Posting Instructions: Interim directives are numbered consecutively by Handbook number and calendar year. Post by document at the end of the chapter. Retain this transmittal as the first page(s) of this document. The last interim directive was 6209.11-2003-1 to chapter 40.

New Document	id_6209.11-2005-1	5 Pages
Superseded Document(s) (Interim Directive Number and Effective Date)	None	

Digest:

41 - Reissues, with change, the direction previously issued in interim directive (ID) 6209.11-2003-1. This ID revises the retention period for file code 5180, Fire Reports (Including Project Fire Package), from “permanent” to “permanent or 7 years” in accordance with direction from the National Archives and Records Administration (NARA) under disposition authority N1-095-05-2.

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41 - FILE PLAN FOR FILE DESIGNATIONS AND RETENTION PERIODS

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
5180	Fire Reports (Including project fire package.)	P	P	P	P	P
	Individual Fire Report (Form FS 5100-29, DI-1202) Narrative reports, maps, and fire situation analyses documenting the long-term impact of fire on specific resources and operational lessons learned.	<p><u>All Offices - Permanent:</u></p> <p><u>Option 1:</u> Cutoff or close at end of calendar year in which the report is submitted. Hold on host unit for 20 years. Transfer legal custody to NARA 20 years after cutoff.</p> <p style="text-align: center;">OR</p> <p><u>Option 2:</u> Individual fire reports may be maintained and transferred to NARA with the fire package - incident history file (as described in the retention period for file code 5180-1).</p>				

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		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
5180-1	Fire Package - Incident History File	P	P	P	P	P
	<p>Records documenting significant events, actions taken, lessons learned, and other information with long-term value for managing natural resources on Federal lands, such as: fire narrative reports, final incident situation summary reports, entrapment reports, transition plans, Wildland Fire Situation Analyses (WFSAs), delegations of authority tied to WFSAs, Fire Behavior Analyst Reports, raw weather data not captured elsewhere, news releases, photos and infrareds necessary to document resource impact and lessons learned, fire progression maps, and final fire perimeter maps.</p> <p>Other records may include those relating to joint operations and/or mutual aid; copies of incident reports and analyses prepared by agencies other than the Incident Management Team or host unit; records documenting significant interactions with communities affected by the incident; and selected reports or notes pertaining to high-level management and security issues that have not been incorporated into the fire narrative.</p> <p>For incidents involving use of wildland fire for resource management purposes, include Wildland Fire Implementation Plans (Stages I, II, and III) or equivalents.</p>	<p><u>All Offices</u> - Permanent:</p> <p>Cutoff or close at end of calendar year in which the incident is terminated. Maintain on the host unit for 3 years after closing or until no longer needed for other business needs or litigation. Transfer to the regional NARA federal records center. Transfer legal custody to NARA 20 years after closing.</p>				

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		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
5180-2	Fire Package - Incident Administrative Records					
	Temporary - Paper Copy	7	7	7	7	7
	Records documenting the administrative and operational actions taken in the management of the incident, such as daily action plans, internal briefings, status summary reports (except final), inspection checklists, unit logs, worksheets, inventories, T-cards, resource orders, demobilization plans and checkout, cost estimates, agreements, fire behavior messages and forecasts, raw weather data captured elsewhere, safety reports and accident logs, firing plans, individual unit narratives, photos without long-term value, and similar records pertaining to logistics, resources, air operations, safety, and demobilization, which document decisions and activities with near-term importance, claims, payments, and litigation support.	<u>All Offices</u> - Temporary - Paper Copy: Cutoff or close at end of calendar year in which the incident is terminated. Maintain on the host unit for 3 years after closing or until no longer needed for other business needs or litigation. Transfer to the regional NARA federal records center. Destroy 7 years after closing.				

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		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
5180-2	<p>Fire Package - Incident Administrative Records -- Continued</p> <p>Temporary - Electronic Mail and Word Processing System Copies</p>	1/2	1/2	1/2	1/2	1/2
	<p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also, this includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. This includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p><u>All Offices</u> - Temporary - Electronic Mail and Word Processing System Copies:</p> <p>Destroy/delete within 180 days after the recordkeeping copy has been produced, or when administrative use ceases, whichever is longer.</p> <p><u>All Offices</u> - Temporary - Electronic Mail and Word Processing System Copies:</p> <p>Destroy/delete when dissemination, revision, updating is completed, or when administrative use ceases.</p>				