



NATIONAL WILDFIRE COORDINATING GROUP

National Interagency Fire Center
3833 S. Development Avenue
Boise, Idaho 83705

Memorandum

Reference: NWCG#005-2008

To: Fire Management

From: NWCG Chair *Brian McManis*

Date: June 5, 2008

Subject: Incident Records Schedule

This memo is to provide direction and policy regarding the management of records that are created on incidents. Attached is the Incident Records Schedule that describes records created on an incident and outlines the mandatory retention guidelines as prescribed by the National Archives and Records Administration. All incident management agencies and units will follow the direction defined in this Records Schedule. Agencies or bureaus that are enjoined in court-ordered records retention guidelines must abide by that order as long as it remains in effect.

Templates and filing guides are available online at:

<http://www.nifc.gov/policies/records/index.html>

Address any inquiries regarding incident records management to your agency or bureau Records Administrator.

Attachment

cc: NWCG Executive Board

REQUEST FOR RECORDS DISPOSITION AUTHORITY			
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) WASHINGTON, DC 20408		DATE RECEIVED <i>10-12-2004</i>	
1. FROM (Agency or establishment) Department of Agriculture and Department of the Interior		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Forest Service and three DOI agencies, see below			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Ted Dukes 703-605-4596 Forest Service WO	5. TELEPHONE	DATE <i>1-12-05</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 pages are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required: <input type="checkbox"/> is attached: or <input type="checkbox"/> has been requested.			
Date <i>6/27/04</i>	Signature of Agency Representative <i>Helma K. Strong</i>		Title Director, Office of Regulatory and Management Services
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>This is an interagency schedule pertaining to records created by interagency fire incident management teams. In addition to Forest Service, agencies requesting disposition authority include Department of the Interior: Bureau of Land Management, Fish and Wildlife Service, and National Park Service, additional signatures:</p> <p><i>[Signature]</i> Records Officer Bureau of Land Management Ted Weir 202-452-7793 <i>Thomas E. Weir</i></p> <p><i>[Signature]</i> Records Officer Fish and Wildlife Service Johnny Hunt 703-358-1713</p> <p><i>Michael A. Grimes</i> Records Officer National Park Service Michael Grimes 202-208-4333 <i>354-1908</i></p> <p>See attached schedule</p>		

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91)

Prescribed by NARA 35 CFR 1228

1. Individual Fire Report (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.

Supersedes Job No. N1-095-02-1.

PERMANENT. Cut off at end of calendar year in which report is submitted. Hold in host unit for 20 years. Transfer to NARA 20 years after cut off. Depending on local practice, and at the option of the host unit, Individual Fire Reports may be maintained and transferred with the Fire Package Incident History File (item 2 below).

2. Fire Package—Incident History File.

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, Final Statement of Costs, Wildland Fire Situation Analyses (WFSAs), delegations of authority tied to WFSAs, Fire Behavior Analyst Reports, raw weather data not captured elsewhere, news released, photos and infrareds, fire progression maps and final fire perimeter maps.

This series may also include records relating to joint operations and/or mutual aid, and 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 of notes pertaining to high-level management and security issues not incorporated into the fire narrative.

For incidents involving use of wildland fire for resource management purposes, also includes Wildland Fire Implementation Plans (Stages I, II, and III) or equivalents.

Supersedes Job No. N1-095-02-1.

PERMANENT. Cut off at end of calendar year in which incident is terminated. Transfer to off site storage three years after cutoff. Transfer to NARA 20 years after cutoff.

3. Fire Package—Incident Administrative Records.

Records documenting the administrative and operational actions taken in the management of the incident such as daily action plans, internal briefings, interim status summary reports, 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 with no long-term value, and similar records pertaining to logistics, resources, air operations, safety, demobilization, claims, payments and litigation support.

TEMPORARY. Cut off at end of calendar year in which incident is termination. Transfer to off site storage three years after cutoff. Destroy seven years after cutoff.

4. Electronic Mail and Word Processing Copies. Electronic copies of records created on electronic mail and word processing systems and used solely to generate the recordkeeping copy of the records covered by the other items in this schedule.

a. Copies that have no further administrative value after the recordkeeping copy is maintained.

TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced, or when administrative use ceases, whichever is longer.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

TEMPORARY. Delete when dissemination, revision, updating is completed, or when administrative use ceases.