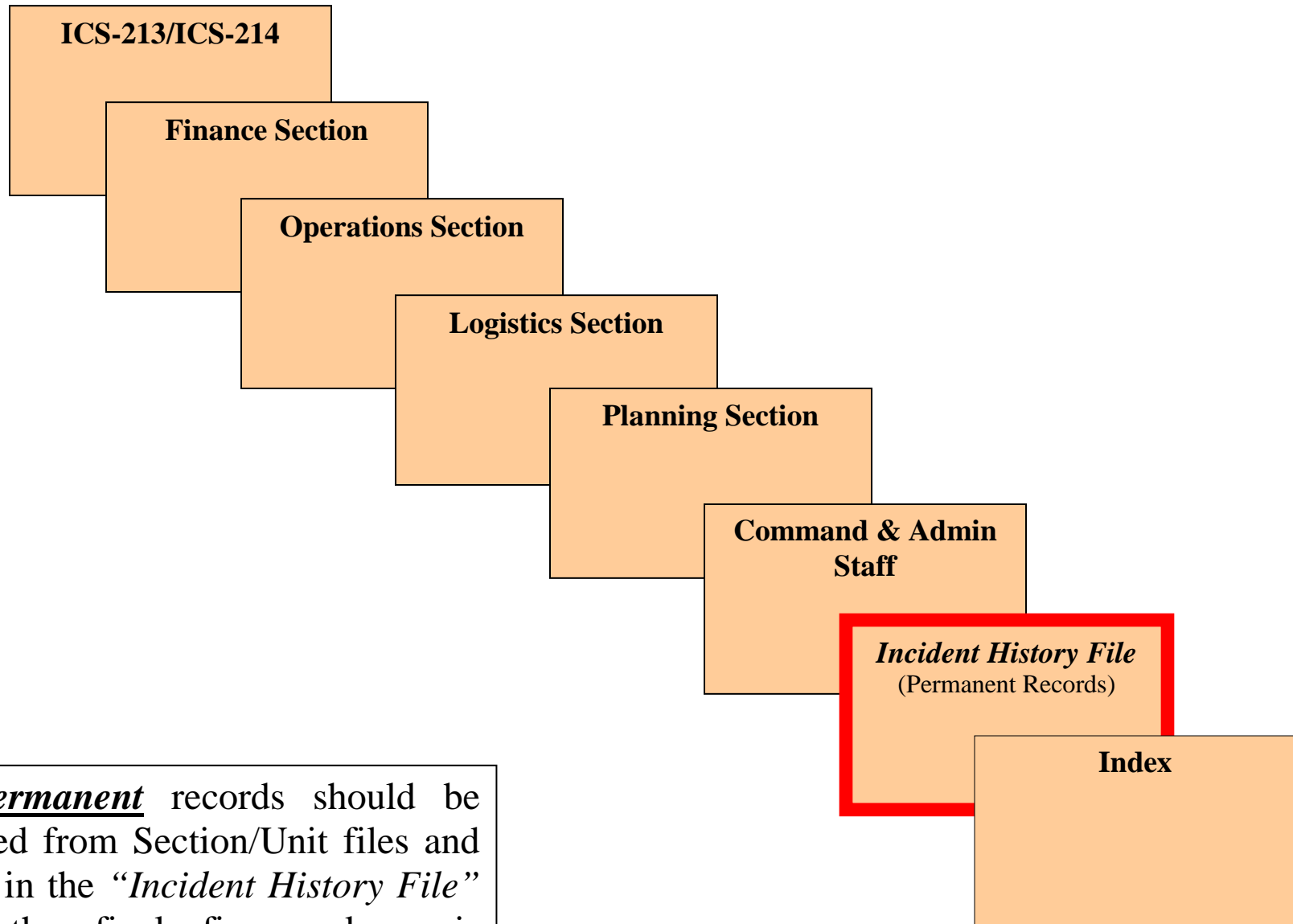


Wildland Fire Incident Records

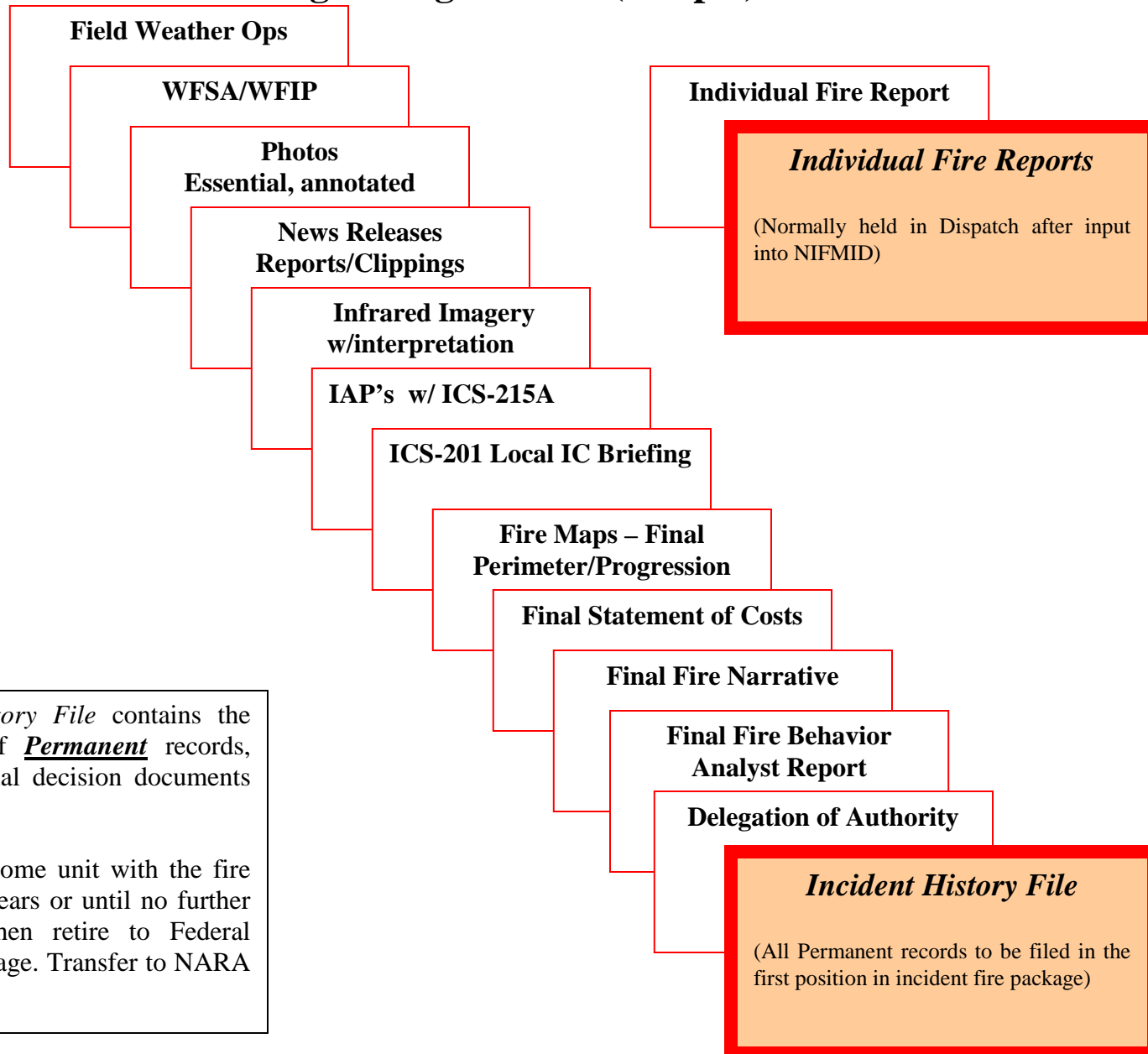
Organizing Fire Incident Documentation (sample)



All *Permanent* records should be migrated from Section/Unit files and placed in the “*Incident History File*” when the final fire package is assembled by the IMT.

Wildland Fire Incident Records

Organizing the IHF (sample)



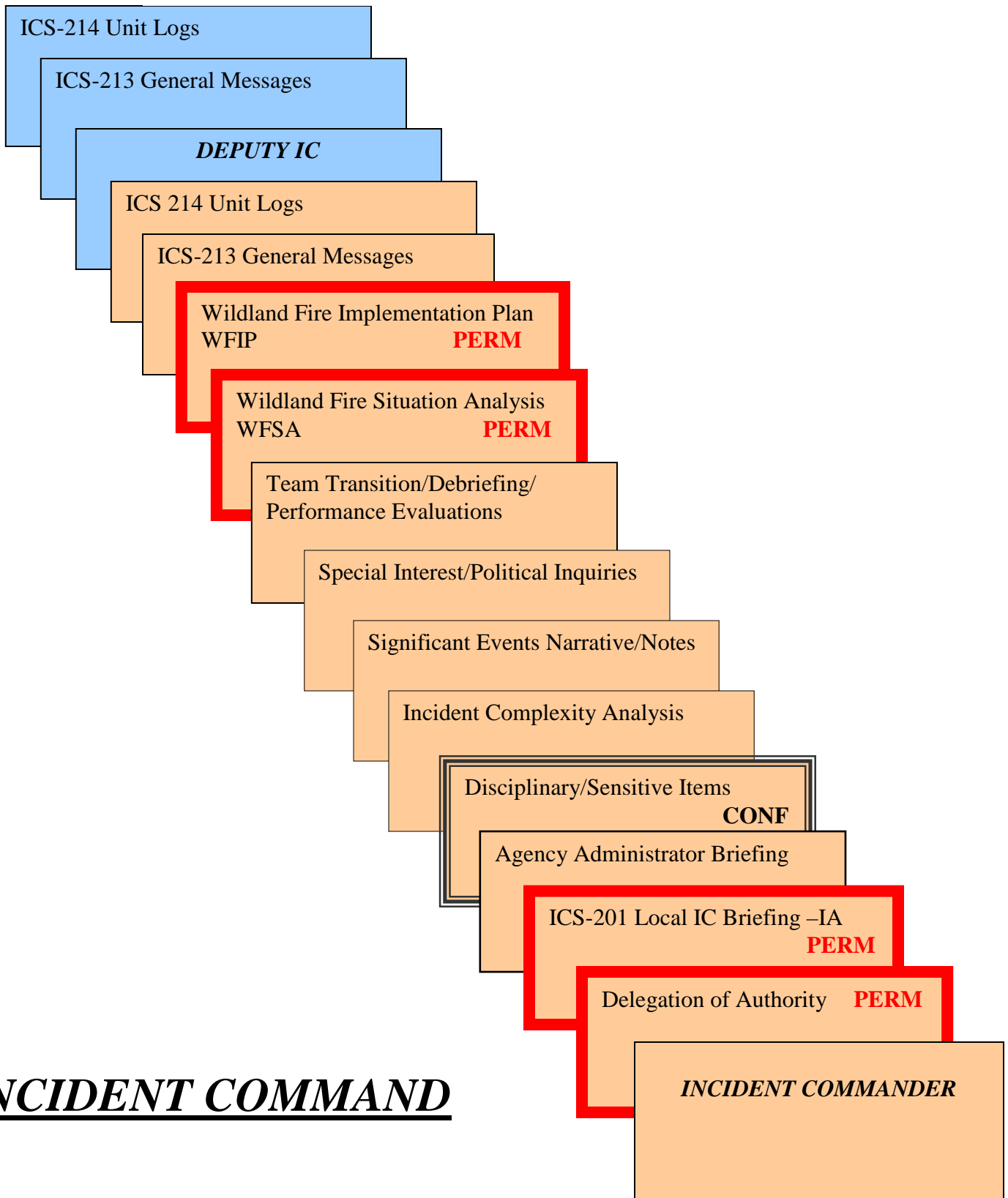
The fire *Incident History File* contains the official paper copy of **Permanent** records, including signed original decision documents and reports.

Keep this file on the home unit with the fire package for three (3) years or until no further business need, and then retire to Federal Records Center for storage. Transfer to NARA after twenty (20) years.

Wildland Fire Incident Records

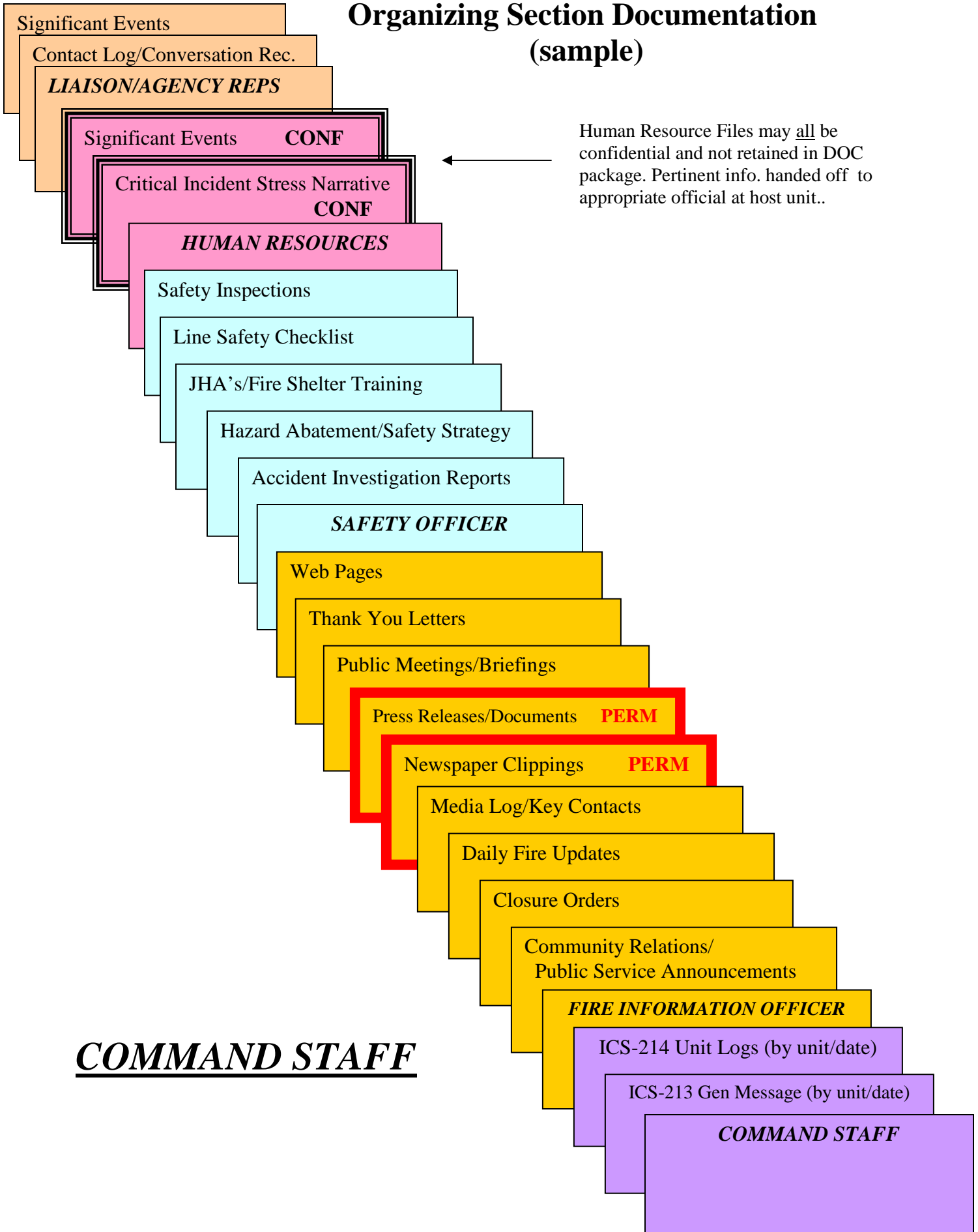
Organizing Section Documentation

(sample)

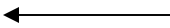


INCIDENT COMMAND

Wildland Fire Incident Records Organizing Section Documentation (sample)

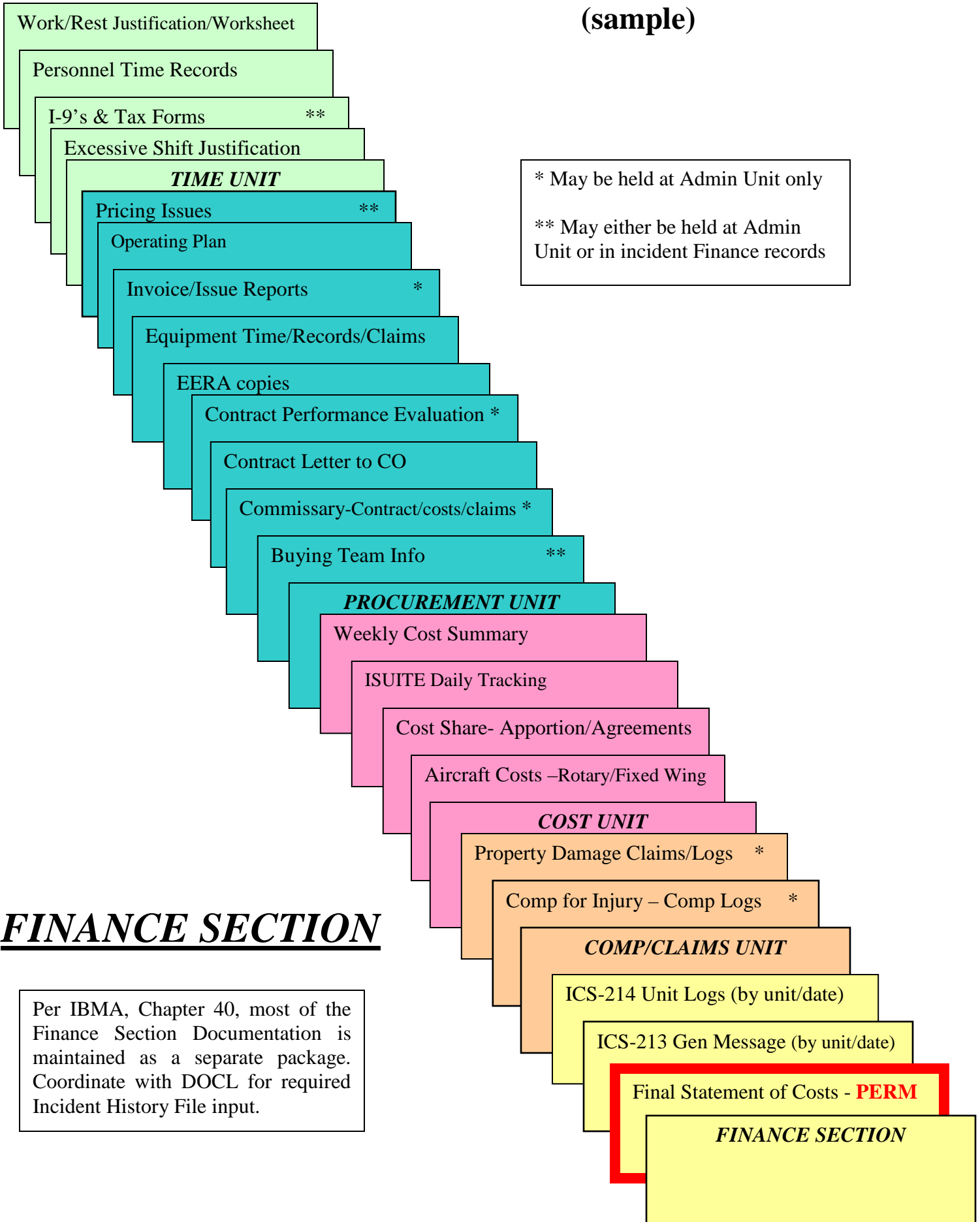


Human Resource Files may all be confidential and not retained in DOC package. Pertinent info. handed off to appropriate official at host unit..



COMMAND STAFF

Wildland Fire Incident Records Organizing Section Documentation (sample)



* May be held at Admin Unit only

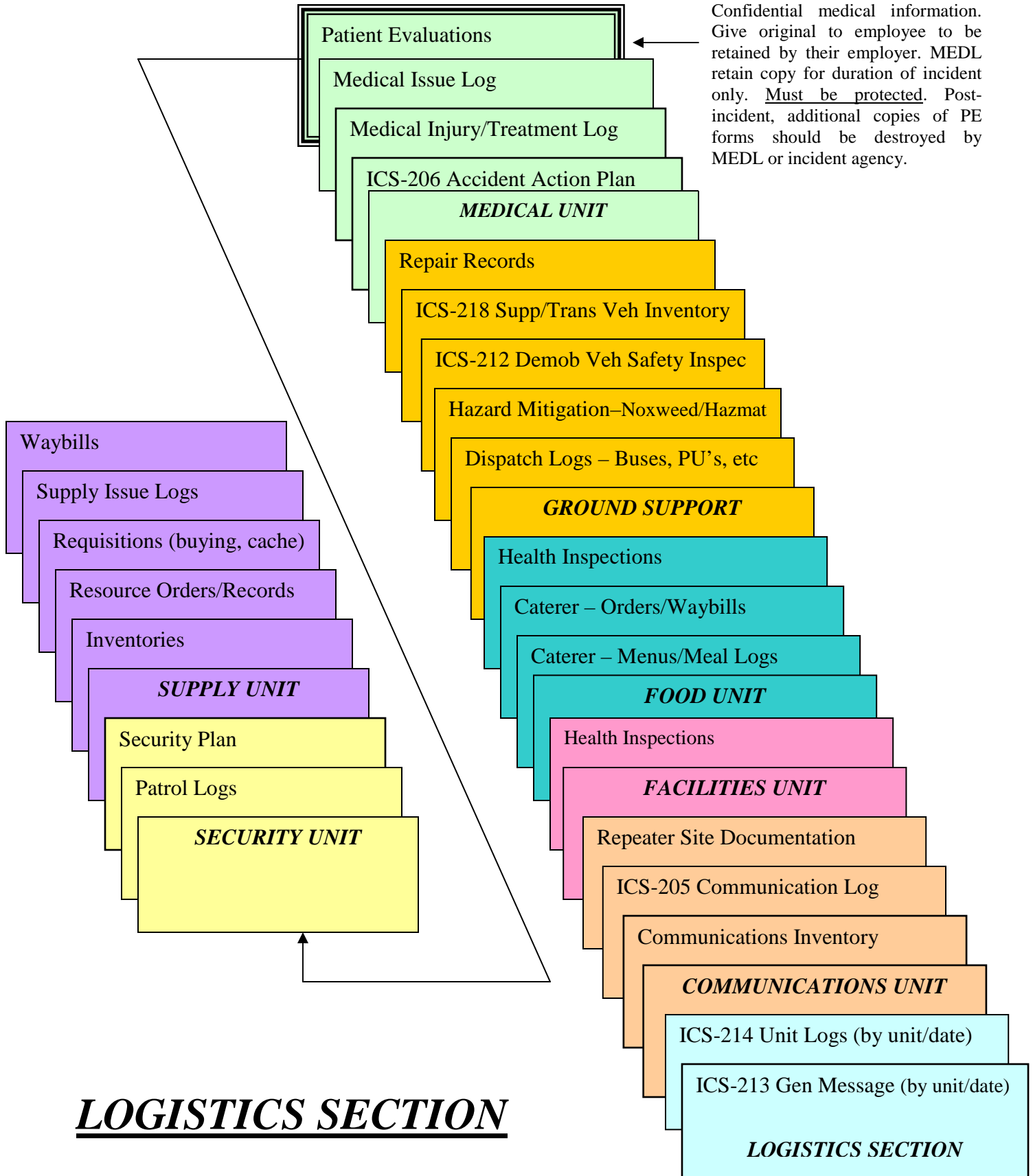
** May either be held at Admin Unit or in incident Finance records

FINANCE SECTION

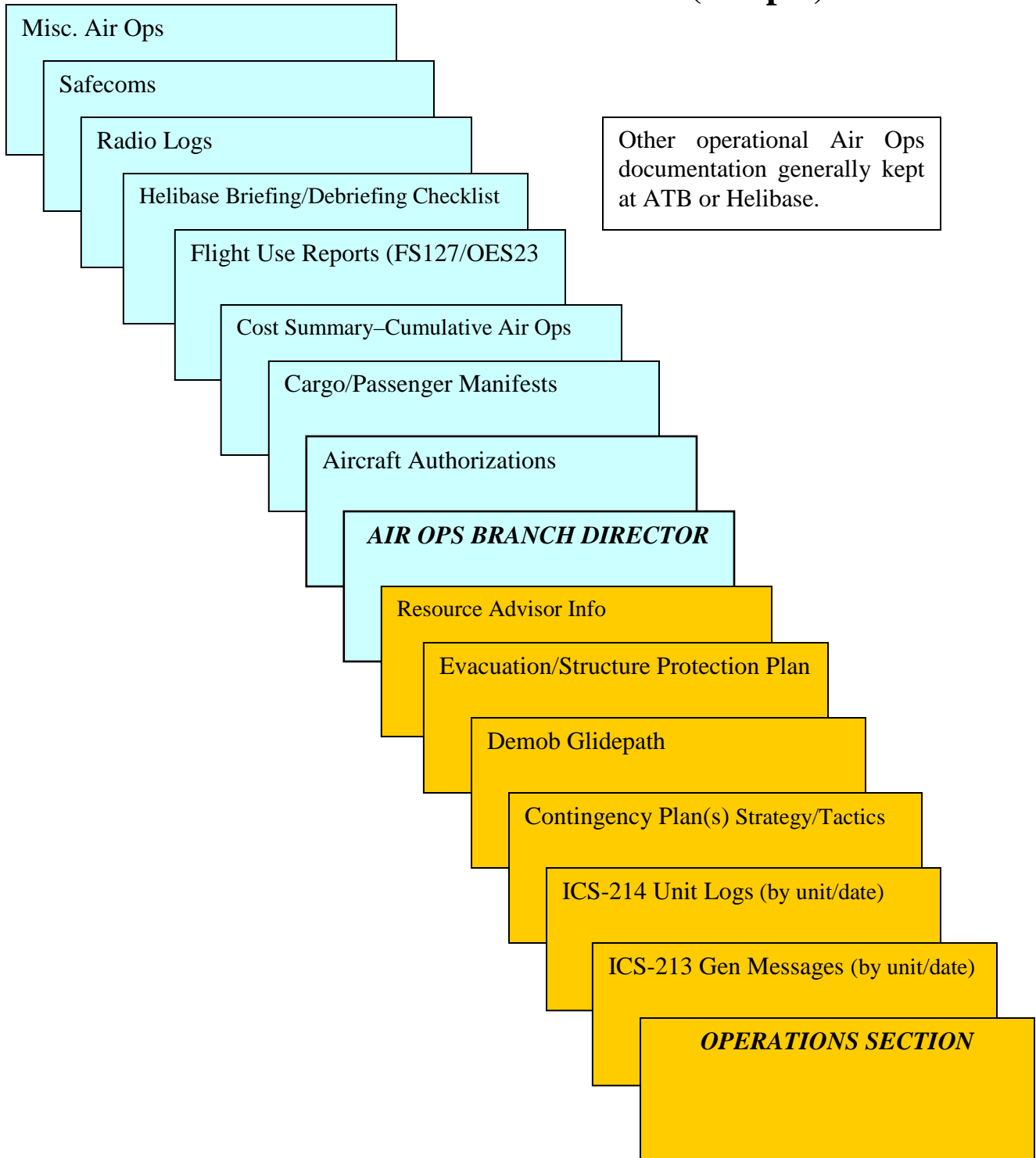
Per IBMA, Chapter 40, most of the Finance Section Documentation is maintained as a separate package. Coordinate with DOCL for required Incident History File input.

Wildland Fire Incident Records

Organizing Section Documentation (sample)



Wildland Fire Incident Records **Organizing Section Documentation** **(sample)**

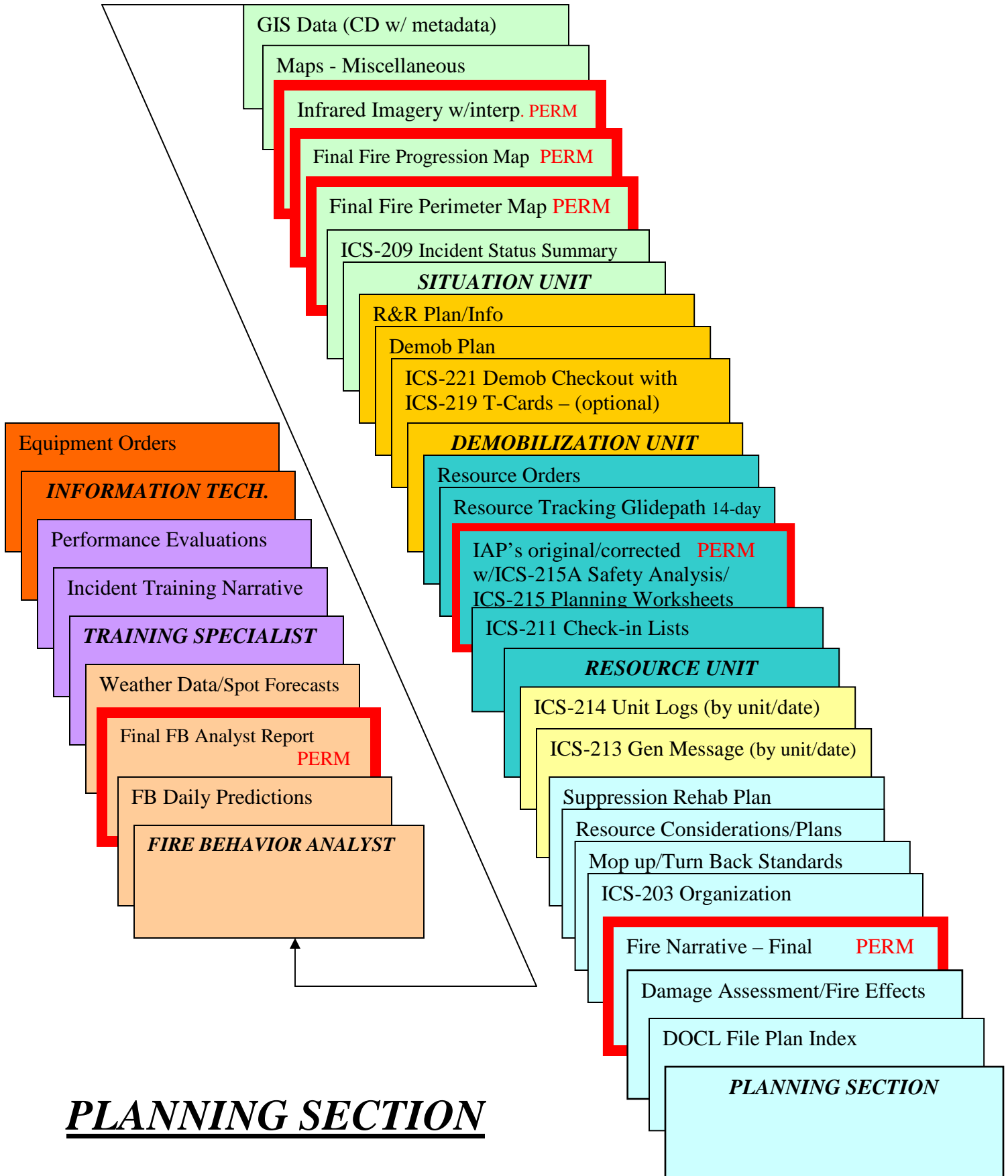


OPERATIONS SECTION

Wildland Fire Incident Records

Organizing Section Documentation (sample)

V 03-28-08



PLANNING SECTION