

Wildland Fire Incident Records Retention Guidance

Revised 04-21-08

Permanent Fire Incident Records to National Archives after 20 years

(Keep on unit 3 yrs or when no further business need, whichever is less)

Delegation of Authority tied to WFSA
Final Fire Behavior Analyst Report
Final Fire Narrative Report (or equivalent)
Final Statement of Costs
Fire Map - Final Perimeter
Fire Map – Final Fire Progression
ICS 201- Local IC Briefing
ICS 215/215A Planning Worksheets/Safety Analysis *
Incident Action Plans (IAP)
Individual Fire Report FS 5100-29, DI-1202
Infrared Imagery with Interpretation
Newspaper Clippings
Press Releases/Daily Media Updates
Photos essential to long-term documentation **
Wildland Fire Implementation Plan (WFIP)
Wildland Fire Situation Analysis (WFSA)
Weather Observations (raw field data) ***

OTHER RECORDS (see footnote)

*Often filed with IAPs

**All photos essential for understanding the history of the fire from inception to completion should be labeled and placed with the permanent records and maintained as such. All duplicate and non-essential photos are treated as temporary.

Non Records

Copies of records filed elsewhere. Destroy when no longer needed

Includes **COPIES** of records such as:

Commissary Issue Reports
Contracts (including EERAs)
Fire Qualifications (Red Cards)
Firefighter / CrewTime Reports
Passenger Cargo Manifest
Resource Orders (ROSS/MIRPS)
T-Cards used in Ground Support/Supply

Temporary Fire Incident Management Records 7 Year Retention

(Keep on unit 3 yrs or when no further business need, whichever is less)

SAMPLE OF TEMPORARY DOCUMENTS TYPICALLY FOUND IN INCIDENT RECORDS. NOT A COMPLETE LISTING

ICS 209 - Incident Status Summary Report
ICS 211 - Check-In List
ICS 212 - Safety Inspection Checklist (& OPF 296)
ICS 213 - General Message Forms
ICS 214 - Unit Log
ICS 218 - Support/Trans Vehicle Inventory
ICS 221 - Demobilization Checkout (and ICS 219 T- cards)
Agency Administrator Briefing
Air Operations/Helibase Records
Cost Apportionment Agreement / Daily Cost Estimates
Cache Issue Return Report/Requisitions (OF 315)
Demob Plan
Evacuation Plans
Equipment Shift Tickets
Extended Hours Justification
Fire Behavior Message/Weather Forecast (not part of IAP)
Firing Operations Plans
Heritage/Cultural Resources Notification to IMT
Incident Communications Logs
Incident Complexity Analysis
Incident Critical Stress Management Documentation
Incident Transition Plan/ Takeover / IMT Evaluation
Mechanical Equipment Use in Wilderness Request
Medical Logs
Performance Evaluations
Photos, Non-Essential
R&R information
Resource Advisor Information (air quality, wildlife, etc)
Resource Orders (originals)
Safety Officer Reports/Accident Logs
Security Reports
Structure Protection Plans
Thank You Letters to Public/Community Partners
Training Specialist Narrative/Documentation
Waybills
Weather Data ***

***Weather data entered/maintained electronically are temporary and scheduled separately. Raw weather obs (from field belt weather kits) should be placed with the permanent records.

Footnote: Other permanent records may include those relating to joint operations and/or mutual aid; copies of incident reports/analyses prepared by entities other than the IMT or host unit; records documenting significant interactions with affected communities; and selected reports/notes pertaining to high-level management/security issues not incorporated into the Fire Narrative. **In addition**, GIS electronic files have not yet been scheduled and must be protected by the home unit until retention procedures have been determined.