

# Wildland Fire Incident Records Retention Guidance

Revised 05-24-07

## 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 Maps (final perimeter, final 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  
News Releases/Reports/Clippings  
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 NPES 2180  
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.