

ANNEX C

DOCUMENTATION PACKAGE FOR LARGE FIRE INCIDENTS

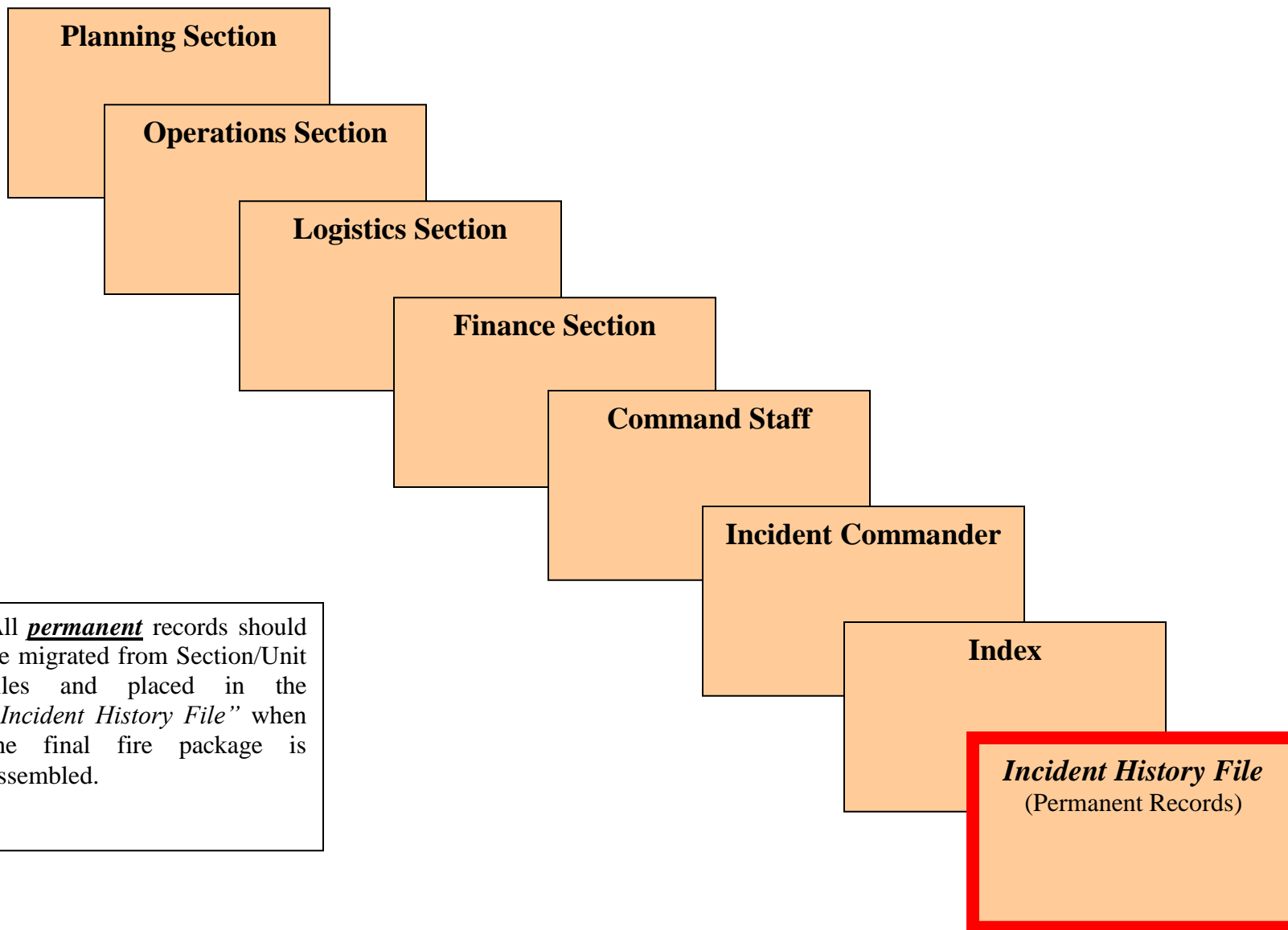
A quality fire package standard should be conveyed to IMTs at in-briefings and be included in Delegations of Authority. Establish transfer requirements for fire package contents from IMT to IMT on long duration incidents. This is especially important when fires are transferred from one complex to another. All line officer training should teach a standard level of documentation. Incidents of long duration should have one individual assigned to documentation by the hosting agency(ies) who will stay for the duration of the incident. Line Officers should review fire packages well before closeout meetings to ensure the packages meet their quality and documentation expectations. If the package is deficient, keep the team assigned until it meets expectations of a quality fire package.

Incident Records Management information can be found at: <http://www.nifc.gov/records>.

Following is an outline of documentation that could be included in a large fire incident fire package.

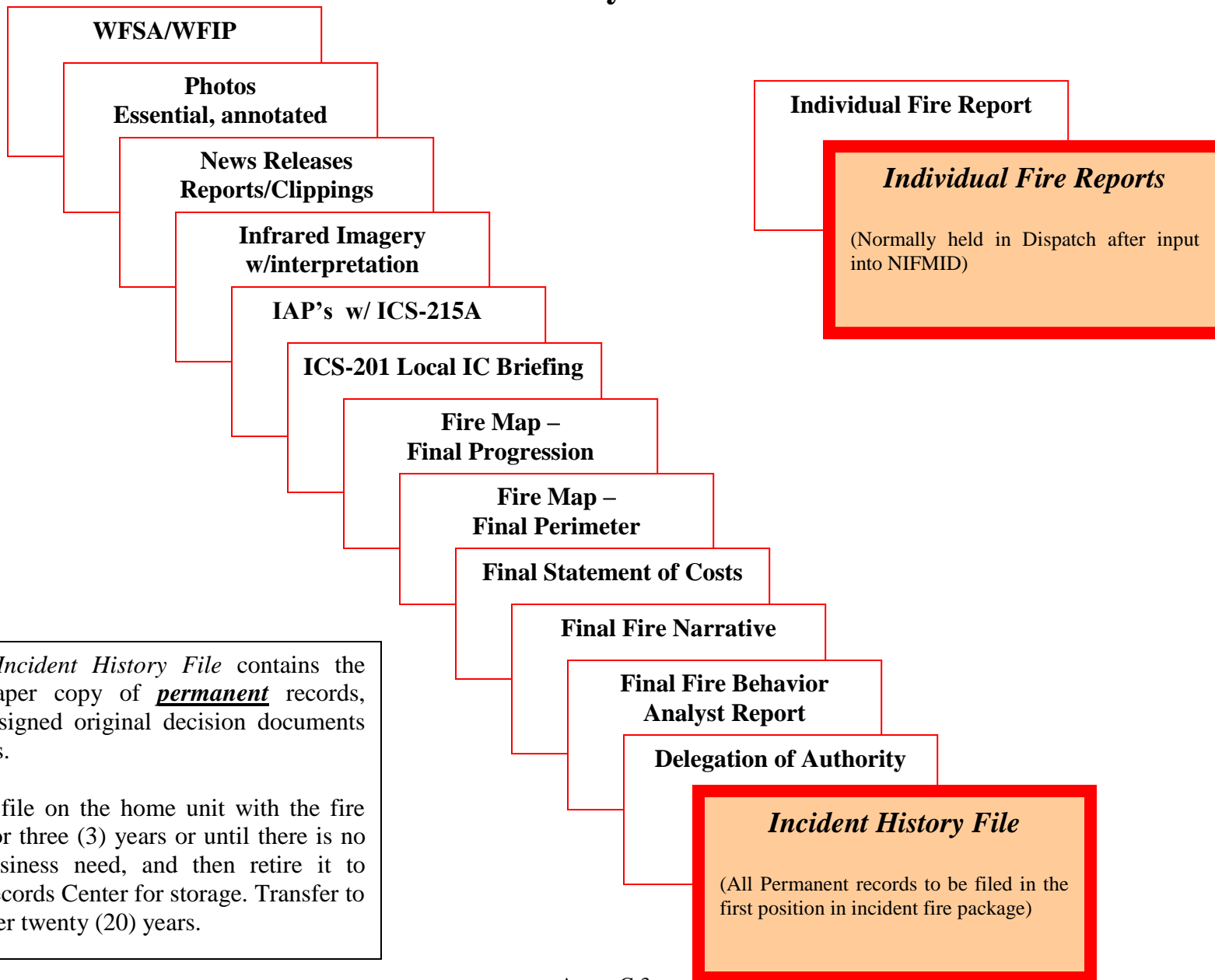
Wildland Fire Incident Records

Paper Document File Directory



Wildland Fire Incident Records

Incident History File Contents

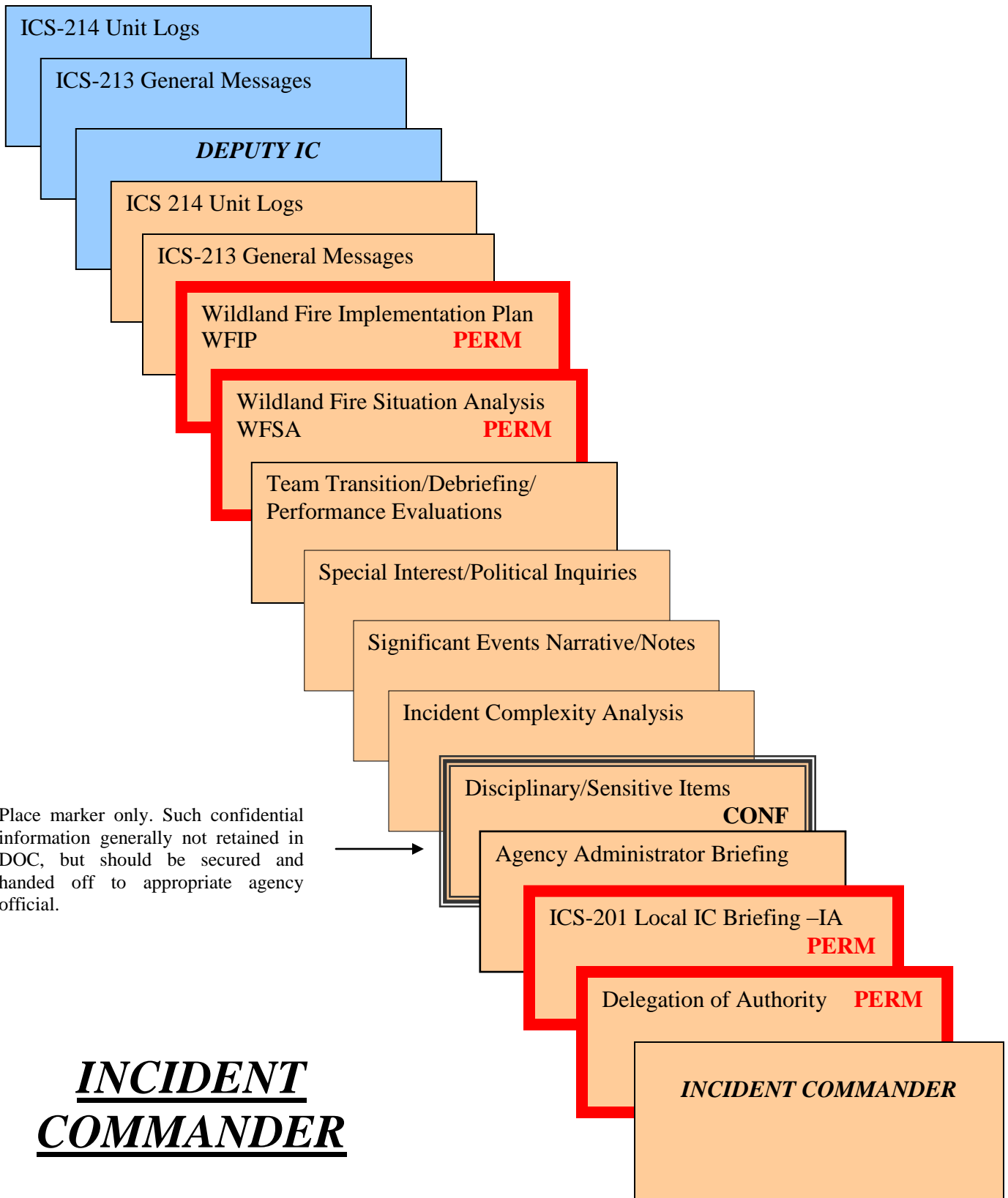


The fire *Incident History File* contains the official paper copy of permanent records, including signed original decision documents and reports.

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

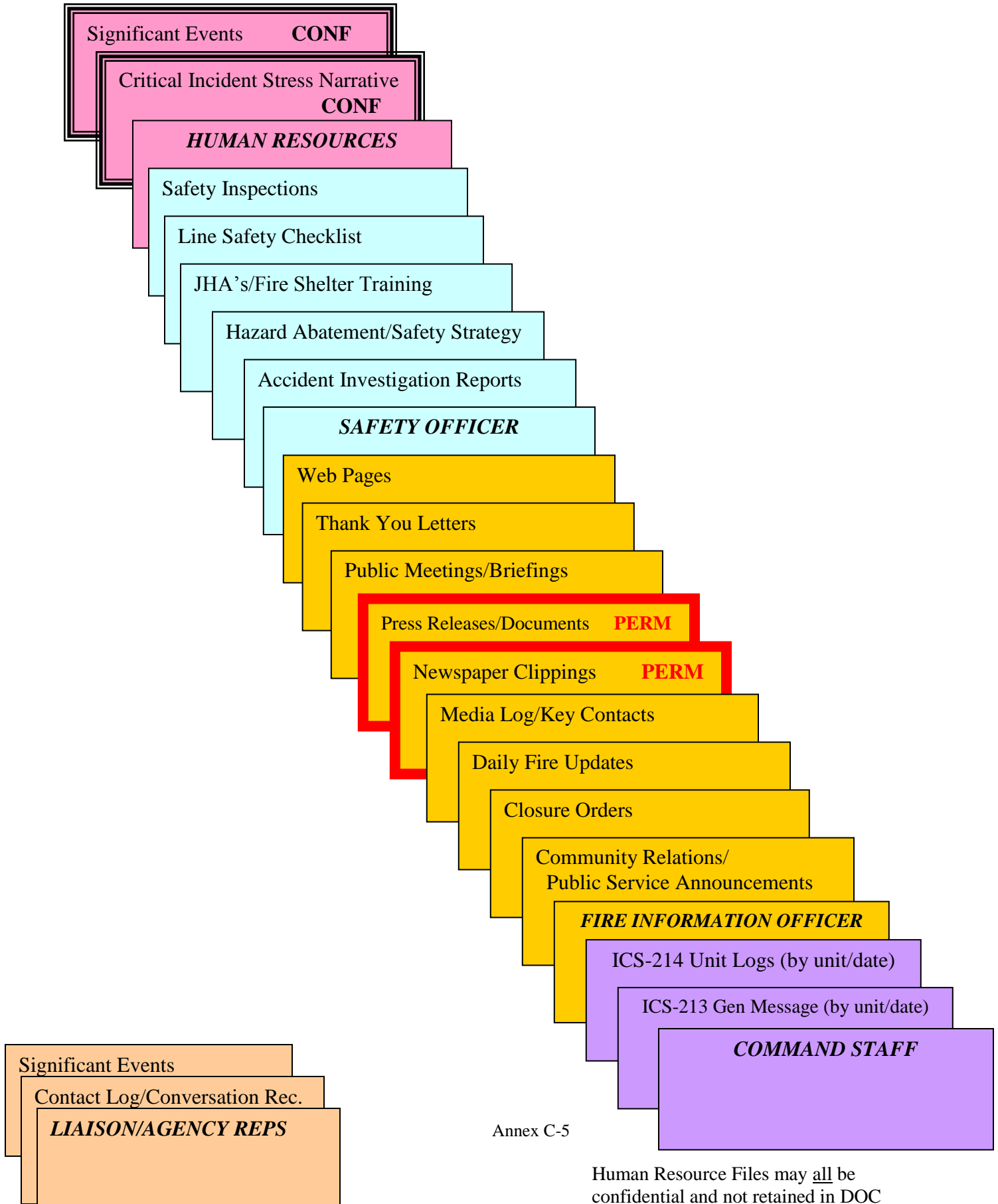
Wildland Fire Incident Records

Paper Document Files



Wildland Fire Incident Records

Paper Document Files

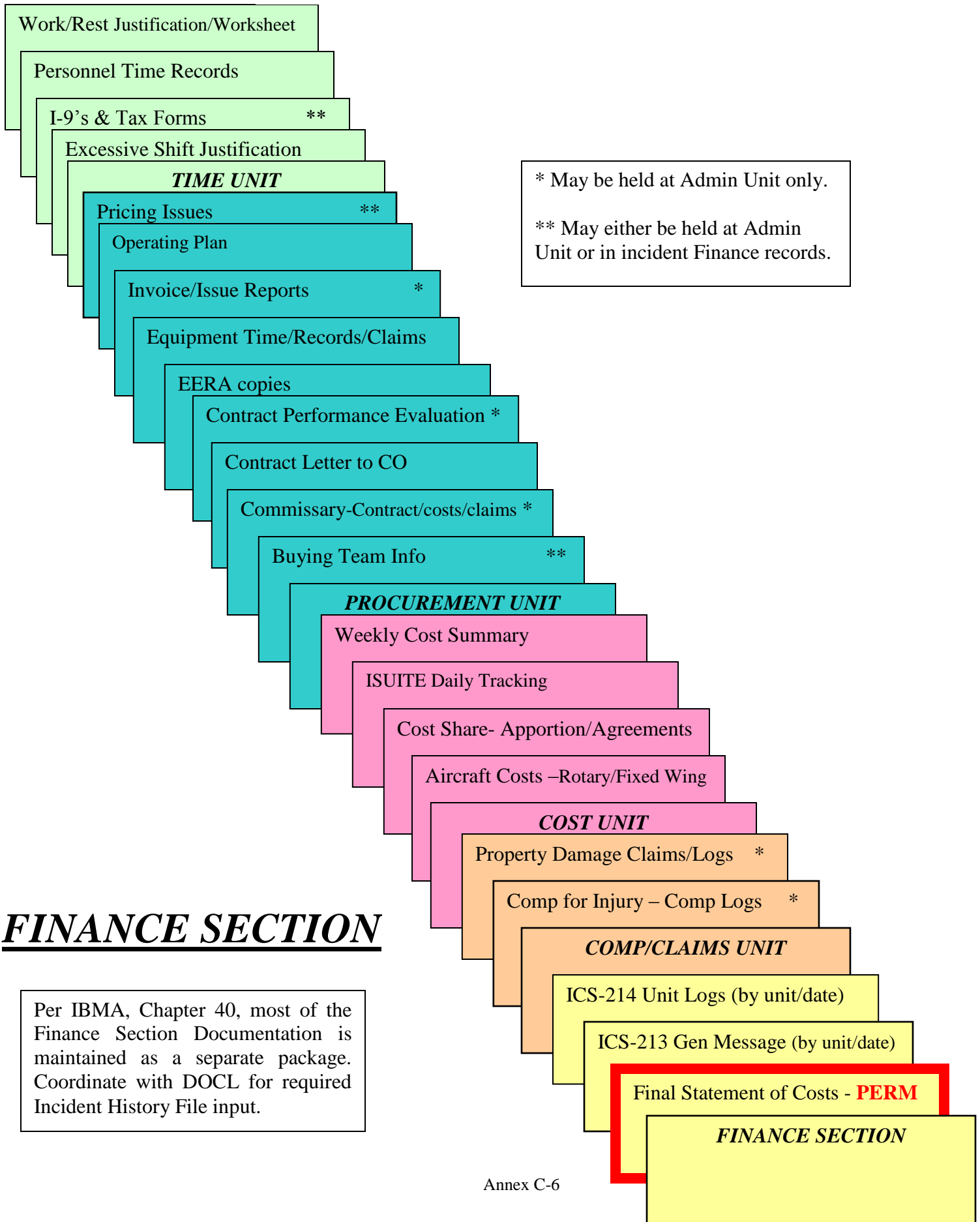


Annex C-5

Human Resource Files may all be confidential and not retained in DOC

Wildland Fire Incident Records

Paper Document Files



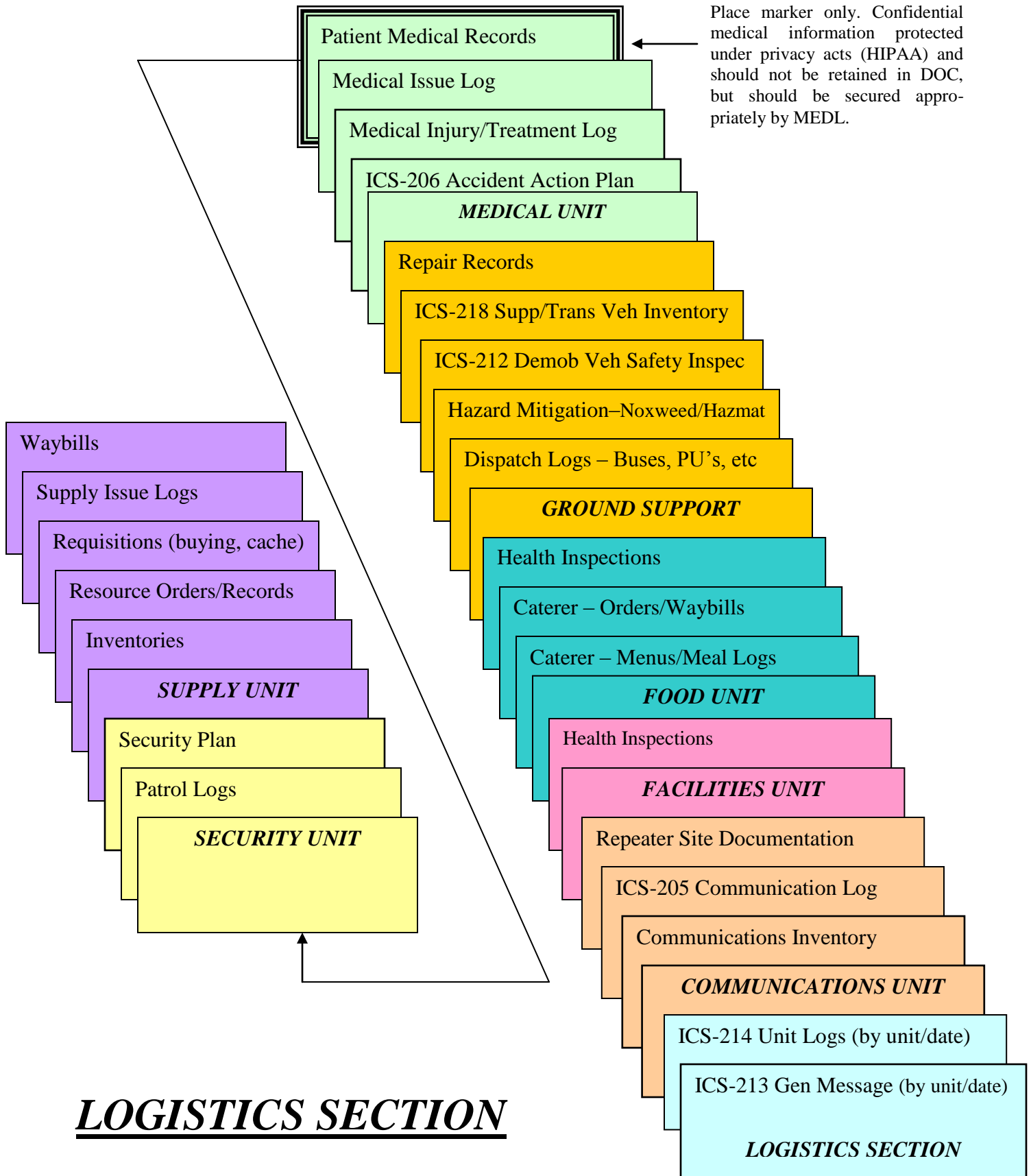
* May be held at Admin Unit only.
 ** May either be held at Admin Unit or in incident Finance records.

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.

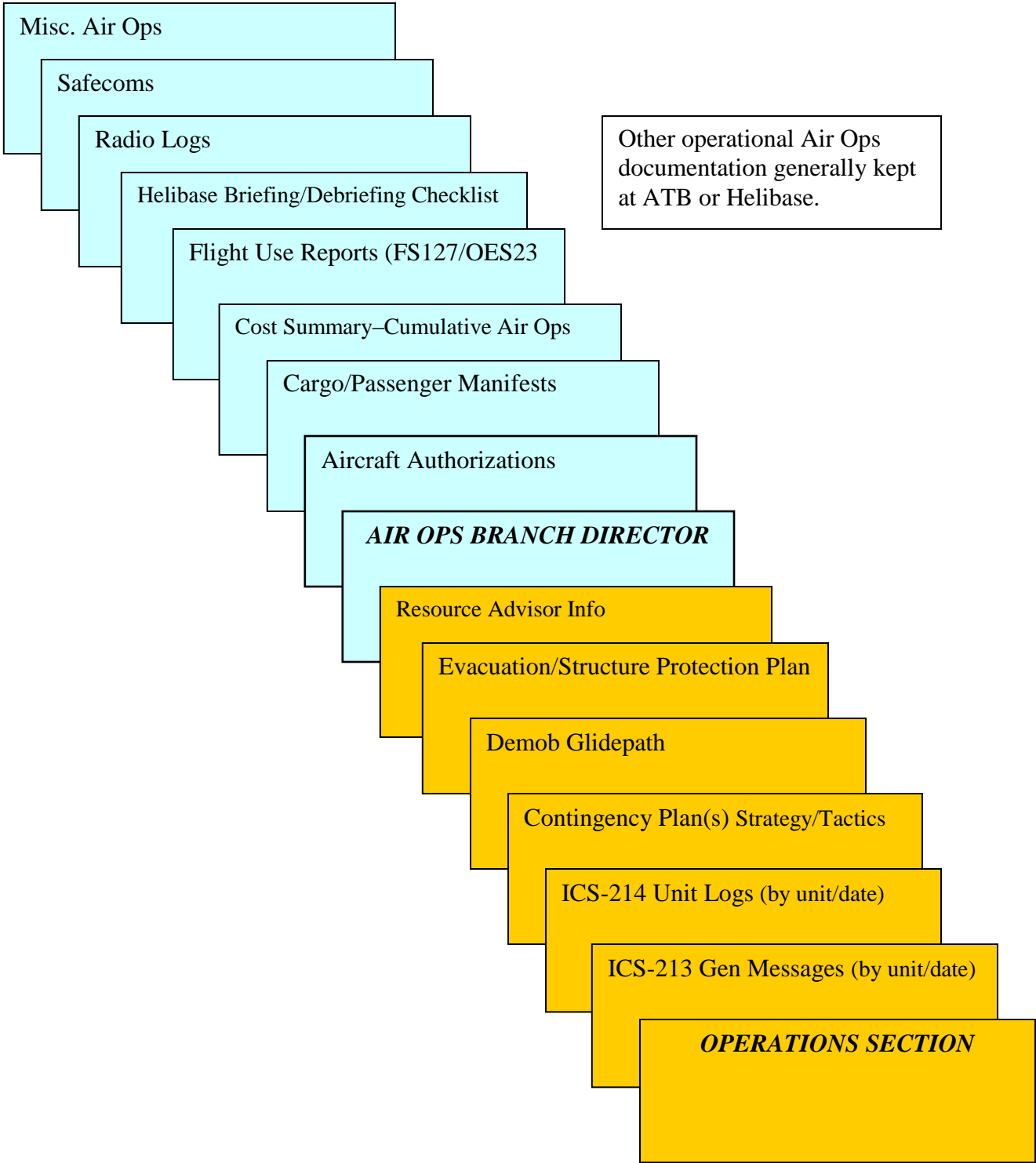
Wildland Fire Incident Records

Paper Document Files



Wildland Fire Incident Records

Paper Document Files



OPERATIONS SECTION

Wildland Fire Incident Records

Paper Document Files

