IMT Instructions for Managing Incident Records

Incident Management Teams (IMTs) are required to maintain incident records and submit them to the host unit at the close of the incident. <u>The Incident Commander is responsible for ensuring incident documentation is complete.</u> These official government documents provide a record of significant events and actions taken, provide information to address payments and claims and must be produced under the Freedom of Information Act (FOIA). Some records have permanent value for developing lessons learned and long-term value for managing natural resources.

Complete information and a variety of tools to manage incident records are available for download on the NWCG website, https://www.nwcg.gov/notices#records, under Incident Records.

Wildland Fire Incident Records – Retention Guidance

- Quick one-page reference that shows *Permanent* Incident History File records vs *Temporary* incident documentation.
- Note: DO NOT include *Non-Record* copies (see examples on *Retention Guidance*) in documentation package.

Incident History File (IHF)

- Incident records with long-term value to be transferred to the National Archives.
- Required by agency policy as per Incident Records Schedule.
- IMTs create the IHF to present to host unit at close of incident.
    - Planning Section gathers *Permanent* docs from sections/units to create IHF.
    - Permanent maps for IHF are paper copies folded flat (not electronic only).
    - IHF is filed at front of first box OR in separate box(es) labeled *Incident History File.*
    - In the event of multiple team transitions, <u>incident records remain at the Incident Command Post (ICP)</u>.
    - IHF is assembled by final IMT and handed off to host unit at incident closeout.

Organizing Documents on the Incident

- *Records Retention Kit* (NFES #002990) is available from the fire cache and provides the supplies needed by an IMT to comply with incident records retention policy.
- Documents are filed in standard file folders with labels; NOT hanging files.
- Labeled file folders are placed inside labeled hanging files in plastic bins.
- Stackable plastic storage bins that accommodate hanging files are recommended for incident records.
- When practical, file ICS 213 and ICS 214 at the back of the Section files. Segregate these for the final doc package so they are all together; NOT intermixed in the Section files when turned over to the host unit.
- Remove any file folders not used. DO NOT leave any empty pre-labeled folders in documentation package when turned over to the host unit.

Master Documentation Index

- Used both to organize records on incident and as final index for host unit.
- Can be edited to include additional documents not currently listed.
- Check off documents present. Include box # when there are multiple boxes.
- Place in Documentation Unit file and a copy in Box #1.

IMT Box Indexes
- Used to identify contents of each plastic bin (or box) of records.
- Provide to each Section AND use for the IHF.
- Print on card stock (if available) and place inside front of plastic bin so contents are easily seen.
- Check off documents that are included in box.

Graphic Examples for File Organization
- Graphic guide for how to standardize documentation files.
- Distribute graphics to each Section to help them organize their records.

IMT Labels
- Filing labels mirror *Master Documentation Index*.
- *Permanent* documents are marked PERM IHF for identification when the IHF is assembled.
- *Sensitive/confidential* documents (marked **CONFIDENTIAL**) should be handed off to appropriate agency official at closeout.
- Labels are color coded by Section.
- Additional labels can be created by editing the WORD document as needed.
- Use Avery #5167 or #8167 mailing labels ½" x 1 ¾", 80/page in 4 columns. Size fits 1 ¾" plastic tab.

  Label Tips:
  - Download from NWCG website to computer file BEFORE printing labels.
  - Practice first on plain paper held up to light against label stock. If misaligned, adjust top left margins (File, Page Setup, Margins).
  - Brands other than Avery may be compatible, but may have alignment issues.

Records Kit Supply Ordering Guide
- The Records Kit Supply Ordering Guide lists the items necessary to pre-assemble a local kit or to acquire additional supplies through Supply or Procurement on an incident.

Financial, Confidential and Electronic Records
- Except for the *Final Statement of Costs*, DO NOT MIX Finance Section (Fiscal) records with other records.
- *Sensitive/Confidential Records* covered by the Privacy Act must be protected (such as SS #s, tax ID #s, personal phone numbers/addresses). DO NOT leave in file. Hand off to appropriate agency official on the host unit.
- *Human Resource Significant Events* and *Critical Incident Stress Management (CISM)* documentation should be placed in a sealed envelope and delivered to a responsible agency official.
- *Original Patient Evaluation (PE)* forms should be given to employee to submit to employer. The PE copy retained by the Medical Unit MUST be protected for duration of incident. Post-incident, copies should be destroyed by Medical Unit or the incident agency. DO NOT leave in incident documentation package.
- The IT Support Specialist should organize Electronic Records to mirror the *Master Documentation Index*. Electronic files should be segregated and handed off to the home unit, NOT intermingled with paper records. It is preferred to file all electronic records on an external hard drive.