

## Request for Records Disposition Authority

Records Schedule Number           DAA-0095-2021-0005  
Schedule Status                    Approved  
  
Agency or Establishment           Forest Service  
Record Group / Scheduling Group   Records of the Forest Service  
Records Schedule applies to       Agency-wide  
Schedule Subject                   Wildland Fire Incident Management  
Internal agency concurrences will  
be provided                        No

Background Information           Records associated with the use of Forest Service resources managing wildland fire on National Forest System lands. The Forest Service is one of many Federal agencies managing wildland fire incidents, the Forest Service is responsible for managing the records for fires managed on National Forest System lands. Records relating to wildland fire incidents document the impact the fire has to the land and how the incident is managed. The goal of the Forest Service wildland fire records is to provide a historic view of past incidents and the effect on the land and how the land recovers.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	2	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0095-2021-0005

Sequence Number	
1	Individual Fire Report Disposition Authority Number: DAA-0095-2021-0005-0001
2	Incident History File Disposition Authority Number: DAA-0095-2021-0005-0002
3	Incident Administrative File Disposition Authority Number: DAA-0095-2021-0005-0003

## Records Schedule Items

Sequence Number	1				
<b>Individual Fire Report</b>					
Disposition Authority Number <b>DAA-0095-2021-0005-0001</b>					
<p>Records on individual wildland fires managed by local units (including ABC-Miscellaneous wildland fires) with information on location, extent, causes, dates, times, suppression strategy, fire effects, and other information needed to plan and manage fire and to access its effects on natural resources. Records documenting the administrative and operational actions taken should be maintained in the Incident Administrative File</p>					
Final Disposition <b>Permanent</b>					
Item Status <b>Active</b>					
Is this item media neutral? <b>Yes</b>					
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>No</b>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Manual Citation</td> <td style="width: 50%; padding: 2px;">Manual Title</td> </tr> <tr> <td style="padding: 2px;"><b>Forest Service Manual 5100</b></td> <td style="padding: 2px;"><b>Chapter 5180 Fire Records</b></td> </tr> </table>		Manual Citation	Manual Title	<b>Forest Service Manual 5100</b>	<b>Chapter 5180 Fire Records</b>
Manual Citation	Manual Title				
<b>Forest Service Manual 5100</b>	<b>Chapter 5180 Fire Records</b>				
GRS or Superseded Authority Citation <b>NI-95-05-002/1</b>					
<b>Disposition Instruction</b>					
Cutoff Instruction <b>Cut off at end of calendar year in which incident is terminated. Hold on host unit for 3 years.</b>					
Transfer to the National Archives for Accessioning <b>Transfer to the National Archives 20 year(s) after cutoff</b>					
<b>Additional Information</b>					
What will be the date span of the initial transfer of records to the National Archives? <b>From 2015 To 2021</b>					
How frequently will your agency transfer these records to the National Archives? <b>Every 12 Months</b>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"></td> <td style="width: 30%; text-align: center;">Estimated Current Volume</td> <td style="width: 30%; text-align: center;">Annual Accumulation</td> </tr> </table>			Estimated Current Volume	Annual Accumulation	
	Estimated Current Volume	Annual Accumulation			

Electronic/Digital	1.1 GB	135 MB
Paper	100 Cubic feet	17 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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### Incident History File

Disposition Authority Number      **DAA-0095-2021-0005-0002**

Records prepared by local unit, host unit, or Incident Management Team to which management of the fire is transitioned that document significant events, actions taken, lessons learned and other information with long-term value for managing natural resources on Federal lands such as Wildland Fire Decision Support System (WFDSS) report or successor equivalent; strategic planning documents; fire narrative reports; final summary reports; delegations of authority; incident action plans, with maps; final situation analyses; entrapment reports; final statements of costs; Fire Behavior Analyst reports; Field Weather Data including notes and observations taken. Fire progression and final fire perimeter maps; a copy of the Burned Area Emergency Rehabilitation Report; email, text and instant messages of the Incident Commander; Photos and videos that document fire behavior, lessons learned and infrared imagery; complete GIS file containing all data collected on incident (geodatabase or equivalent); News articles and media releases, and lessons learned. Other records may include records relating to joint operations and/or mutual aid; and copies of incident reports and analyses prepared by agencies other than the Incident Management Team or host unit; records documenting significant interactions with communities affected by the incident; and selected reports or notes pertaining to management and security issues not incorporated into the fire narrative. For incidents involving use of wildland fire for resource management purposes, also includes Wildland Fire Implementation Plans (Stages I, II, III) or equivalents.

Final Disposition                      **Permanent**

Item Status                              **Active**

Is this item media neutral?        **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?    **Yes**

Do any of the records covered by this item exist as structured electronic data?                      **No**

Manual Citation	Manual Title
<b>Forest Service Manual 5100</b>	<b>Chapter 5180 Fire Reports</b>

GRS or Superseded Authority Citation      NI-95-05-002/2

**Disposition Instruction**

Cutoff Instruction      Cut off at end of calendar year in which incident is terminated. Hold on host unit for 3 years.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 20 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      From 2015 To 2021

How frequently will your agency transfer these records to the National Archives?      Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	960 MB	215 MB
Paper	100 Cubic feet	17 Cubic feet
Microform		
Hardcopy or Analog Special Media		

3

**Incident Administrative File**

Disposition Authority Number      DAA-0095-2021-0005-0003

Records documenting the administrative and operational actions taken in the management of the unplanned fire incident, such as internal briefings, status summary reports (except final), check in forms and inspection check lists, unit logs, worksheets, inventories, T-cards, general messages, email, text and instant messages, resource orders, demobilization plans and checkout, cost estimates, agreements, fire behavior messages and forecasts, raw weather data captured elsewhere, safety reports and accident logs, firing plans, individual unit narratives, photos without long-term value, and similar records pertaining to logistics, finance,

resources, air operations, safety, and demobilization, which document decisions and activities with near-term importance, claims, payments, purchase card records copies and litigation support.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
Forest Service Manual 5100	Chapter 5180 Fire Reports

GRS or Superseded Authority Citation N1-95-05-002/3

Disposition Instruction

Cutoff Instruction Cut off at end of calendar year in which the incident is terminated.

Retention Period Destroy 7 year(s) after cutoff

Additional Information

GAO Approval Not Required

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
02/11/2021	Certify	Jeannette Williams	National Records Officer	ORMS - ORMS
04/09/2021	Return for Revision	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
06/21/2021	Submit For Certification	Jeannette Williams	National Records Officer	ORMS - ORMS
06/21/2021	Certify	Jeannette Williams	National Records Officer	ORMS - ORMS
06/21/2021	Return for Revision	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
06/21/2021	Submit For Certification	Jeannette Williams	National Records Officer	ORMS - ORMS
06/30/2021	Certify	Jeannette Williams	National Records Officer	ORMS - ORMS
07/06/2021	Return for Revision	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
07/20/2021	Submit For Certification	Jeannette Williams	National Records Officer	ORMS - ORMS
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07/22/2021	Submit For Certification	Jeannette Williams	National Records Officer	ORMS - ORMS
07/22/2021	Certify	Jeannette Williams	National Records Officer	ORMS - ORMS
11/09/2021	Submit for Concurrence	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
11/12/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/19/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/22/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist