

## Request for Records Disposition Authority

Records Schedule Number **DAA-0049-2013-0001**  
Schedule Status **Approved**  
  
Agency or Establishment **Bureau of Land Management**  
Record Group / Scheduling Group **Records of the Bureau of Land Management**  
Records Schedule applies to **Agency-wide**  
Schedule Subject **Incident Qualification and Certification System**  
Internal agency concurrences will be provided **No**

Background Information **IQCS is an interagency application that tracks emergency incident responder certifications and provides workforce analytics for responders from multiple entities. Major functions performed are 1 Repository Management for qualification and certification requirements related to incident response positions 2 Training Administration for class schedules, student registration, course descriptions, learning objectives, pre-course requirements, and class participation information 3 Workforce Analytics that accurately reports the disposition, status, and deficiencies of positions throughout the incident response community 4 Certification History and Currency Tracking including positions, position performance, training, and physical fitness status. The National Wildfire Coordinating Group (NWCG) sanctioned the IQCS Information Engineering Investment Study that found that multiple redundant systems in the Department of Interior (DOI), Department of Agriculture (USDA), and the individual States created inefficiencies and difficulty in tracking Firefighter Qualifications and the dispatch of those Firefighters to incidents. NWCG then chartered the IQCS Acquisition and Design phases with BLM as the lead agency. The success of the Federal fire mission depends on the Incident Qualification and Certification System (IQCS) information. IQCS is a critical function for managing the Wildland Fire program's risk, primarily in the areas of health, life safety, and legal liability. IQCS now provides the functionality of a single interagency application that allows the sharing of emergency responder training and certification data across all involved agencies. O&M percentage for software reflects the part of total expenses that support licenses/maintenance. Responder qualification data is provided to agency dispatch systems to facilitate the dispatching of qualified responders to emergencies. IQCS resides on the NIFC external network (NIFC eNet).**

Item Count

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

GAO Approval

## Outline of Records Schedule Items for DAA-0049-2013-0001

Sequence Number	
1	Incident Qualification and Certification System (IQCS) Fire Experience and Qualification Electronic Files Disposition Authority Number DAA-0049-2013-0001-0001

## Records Schedule Items

Sequence Number						
1	<p><b>Incident Qualification and Certification System (IQCS) Fire Experience and Qualification Electronic Files</b></p> <p>Disposition Authority Number      <b>DAA-0049-2013-0001-0001</b></p> <p><b>Data base that contains the emergency response experience and qualification records of emergency responders. After five years of inactivity on a responder record, the record is identified to be in an archive status and will continue to be maintained at the agency. The record can be reactivated as needed in IQCS. Extant records are to be migrated to any new qualifications system upon IQCS System decommission.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>Electronic only</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>Yes</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>1220/1/43</b></td> <td style="text-align: center;"><b>Records and Information Management</b></td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff individual responder records after five years</b></p> <p>Retention Period                         <b>Delete any records in archive status that are inactive for 25 consecutive years</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>		Manual Citation	Manual Title	<b>1220/1/43</b>	<b>Records and Information Management</b>
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<b>1220/1/43</b>	<b>Records and Information Management</b>					

### 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
04/01/2013	Certify	Carl Guerette	BLM State Records Manager	Bureau of Land Management - Colorado State Office
08/15/2013	Submit for Concurrency	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services
08/20/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/20/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/26/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist