

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Idaho State Office
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In Reply Refer To:
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June 6, 2007

EMS
Instruction Memorandum No. ID-2007-053
Expires: 09/30/2008

To: ILT/IMF
Attn: Fire Management Officers

From: State Director

Subject: Freedom of Information Act (FOIA) Requests for Records Relating to Fires

Program Area: Public Access to Bureau of Land Management (BLM) Information and Fire Records Management

Purpose: The purpose of this Instruction Memorandum (IM) is to ensure that fire records are maintained at a high standard of integrity and trustworthiness, while following the requirements for availability of these records for the public.

Policy/Action: Fire records are not open to the public because they may contain information we must protect with one of the nine exemptions of the FOIA (5 U.S.C. 552) or the Privacy Act (5 U.S.C. 552a). A FOIA request is required for the public to obtain copies of fire records.

Definitions and a list of fire records with retention schedules are below. Custodians of these records must maintain them according to the designated BLM Retention Schedule. However, as a result of ongoing litigation, BLM has been placed under a temporary suspension/freeze on the destruction of all records until further notice. Currently records which would ordinarily be destroyed on a regular basis in accordance with the General Records Schedule (GRS)/BLM Combined Records Schedules are now being sent to the FRC for storage until the temporary suspension is lifted.

Definitions:

EOCY - End of Calendar Year

EOFY - End of Fiscal Year

FOIA - Freedom of Information Act

FRC - Federal Records Center

GAO - General Accounting Office

NARA - National Archives and Records Administration

Individual Fire Reports (masters) - Schedule 18/32a - Permanent. Cutoff EOCY. Transfer to

FRC ten years after the cutoff.

Resource Orders and Manifests - Schedule 18/32d - Temporary. Cutoff EOCY. Destroy seven years after the cutoff.

Fire Fighter Payroll and Payment Documents - Schedule 2/7 - Temporary. Cutoff EOCY. Destroy after GAO audit or six years after the cutoff, whichever happens first.

Fire Fighter Time Sheets - Schedule 2/7 - Temporary. Cutoff EOCY. Destroy after GAO audit or six years after the cutoff, whichever happens first.

Fire Plans - Schedule 4/20b - Temporary. Cutoff EOFY. Cutoff the year in which all planned activity is completed or when plan is replaced with another plan. Destroy three years after the cutoff.

Prescribed Burn Project Files - Schedule 17/13b - Temporary. Cutoff EOFY. Cutoff the year in which the project area is abandoned or leaves BLM ownership. Transfer to FRC two years after the cutoff. FRC destroys 25 years after the cutoff.

Daily and Nightly Fire Maps - Schedule 18/32a - Permanent. Cutoff EOCY. Transfer to FRC ten years after the cutoff. FRC offers to NARA in ten-year blocks when most recent is ten years old.

Incident Commander Strategy Session Meeting Notes - Schedule 18/32a – Permanent. Cutoff EOCY. Transfer to FRC ten years after the cutoff. FRC offers to NARA in ten-year blocks when most recent is ten years old.

Fire Report Masters, Radio Communication Logs - Schedule 18/32a - Permanent. Cutoff EOCY. Transfer to FRC ten years after the cutoff. FRC offers to NARA in blocks when most recent is ten years old.

Fire Dispatch Audio Tapes - Schedule 18/32g - Temporary. Cutoff EOCY. Destroy or erase/reuse one year after the cutoff.

Fire Behavior Analysis Reports - Schedule 18/32a - Permanent. Cutoff EOCY. Transfer to FRC ten years after the cutoff. FRC offers to NARA in blocks when most recent is ten years old.

Fire Weather Reports - Schedule 18/32a - Permanent. Cutoff EOCY. Transfer to FRC ten years after the cutoff. FRC offers to NARA in blocks when the most recent is ten years old.

Incident Briefing Forms - Schedule 18/32a - Permanent. Cutoff EOCY. Transfer to FRC ten years after the cutoff. FRC offers to NARA in a block when most recent is ten years old.

Organization Assignment Lists - Schedule 18/32a - Permanent. Cutoff EOCY. Transfer to FRC

ten years after the cutoff. FRC offers to NARA in blocks when most recent is ten years old.

Incident Status Summary Reports - Schedule 18/32a - Permanent. Cutoff EOCY. Transfer to FRC ten years after the cutoff. FRC offers to NARA in blocks when most recent is ten years old.

Air Operations Summary Reports - Schedule 10/8 - Temporary. Cutoff EOFY. Destroy two years after the cutoff.

Trespass Investigative Files - Schedule 18/31 - Temporary. Cutoff EOFY. Cutoff the year in which the case is settled or abandoned. Transfer to FRC one year after the cutoff. FRC destroys 51 years after the cutoff. These are case files documenting the unlawful and/or unwarranted entrance, use, destruction, and possession of the BLM facilities, lands, or resources. These files contain the initial report of an unauthorized use, trespass investigation report, notice of trespass, location maps and other land status and location data, damage assessment, photographs, e-mail, record of interviews and phone conversations, field notes, sketch maps, measurements, bills/invoices, reimbursable project log, and correspondence.

Timeframe: This IM updates previous policy.

Background: The state receives numerous FOIA requests for fire records during the fire season. Every firefighting incident generates records that show who did what, when, and where on a fire. Records are created when a fire occurs. Custodians must ensure these records are handled appropriately when they are created. Many documents contain sensitive information and require review under the FOIA to ensure exempt information is segregated from non-exempt information.

Manual/Handbook Sections Affected: None.

Coordination: This IM was coordinated with Jim Horan, Acting BLM FOIA Officer (WO-560), Ted Weir, BLM Records Officer (WO-560), Susan Giannettino, DSD for Resources (ID-930), Leonard Wehking, Idaho Fire Management Officer (ID-932), Gloria Van Noy, State Records Administrator (ID-954), and Janice Firth, Idaho Records Manager (ID-954).

Contact: If you have any questions about public access to BLM information, contact Linda Perkins, State FOIA/Privacy Act Specialist, at (208) 373-3947. If you have any questions about fire records management, contact your local records manager.

Boise District with Union: Management is reminded to notify and satisfy any bargaining requirements prior to implementation.

Signed
Peter J. Ditton
for Thomas H. Dyer

Authenticated
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