

# National Multi-Agency Coordinating Group

3833 South Development Avenue; Boise, ID 83705

NMAC Correspondence 2019-12

July 22, 2019

To: Geographic Area Coordination Group Chairs

From: National Multi-Agency Coordinating Group (NMAC)

Subject: Draft NWCG Electronic Documentation Box (eDocBox) Filing Structure

The purpose of this memo is to provide information to Incident Management Teams choosing to pilot the draft NWCG Electronic Documentation Box (eDocBox) filing structure for the duration of the 2019 fire year. This is part of an ongoing effort to revise the 2004 Wildland Fire Incident Record Disposition Authority and develop a new filing structure addressing both paper and electronic records.

The eDocBox filing structure will be populated into FireNet Incident Team Drives for optional use. The filing structure has been developed to meet future records management policy, but until it is approved by the National Archives and Records Administration (NARA), the Incident Documentation Box will continue to serve as the official repository for all incident wildland fire records.

Incident Management Teams choosing to pilot the eDocBox should:

- Continue to use the Incident Documentation Box as the official repository for incident data.
- Only use eDocBox to house final versions of wildland fire records.
- Continue to use the current filing process for all working documents.

Comments will be solicited through a survey and used to finalize the filing structure in 2020. The survey link will be included when an incident Firenet account is created. A link to the survey can also be found on the Firenet website.

Please distribute this information to incident management teams.

For additional information, please contact Chris Buhrig [christina.buhrig@usda.gov](mailto:christina.buhrig@usda.gov), or Erik Torres, [erik\\_torres@nps.gov](mailto:erik_torres@nps.gov).

/s/ Dan Smith  
Chair, NMAC

cc:  
NWCG Executive Board

