

## HOW TO BUILD THE #2990 RECORDS RETENTION KIT (03/09)

First obtain all needed information from the NIFC web site.

<http://www.nifc.gov/policies/records/index.html>

Below **Agency Policy and Guidance**  
click on **Retention Guidance Reference Sheet 3-10-09**  
**Print: Retention Guidance Reference Sheet**  
In color and laminate or use document protector  
1 Sheet per Set/2 sets per kit

Go back to [www.nifc.gov/policies/records/index.html](http://www.nifc.gov/policies/records/index.html) and below **Tools for Incident Management Teams** click on **IMT Instructions 3-17-09**  
**Print: IMT Instructions**  
In color and laminate or use document protector  
1sheet per Set (double sided, 2 sheets per kit)

Go back to [www.nifc.gov/policies/records/index.html](http://www.nifc.gov/policies/records/index.html) and below **Tools for Incident Management Teams** click on **Master Documentation Index 03-10-09**  
**Print: Master Documentation Index**  
In color  
3 pages per set and 2 sets per kit

Go back to [www.nifc.gov/policies/records/index.html](http://www.nifc.gov/policies/records/index.html) and below **Tools for Incident Management Teams** click on **Graphic Examples for Fire Organization 3-10-09**  
**Print: Graphic Examples for Fire Organization**  
In color and laminate or use document protectors  
8 pages per Set and 2 Sets per kit

Go back to [www.nifc.gov/policies/records/index.html](http://www.nifc.gov/policies/records/index.html) and below **Tools for Incident Management Teams** click on **IMT Tools Feedback 2009 03-12-09**  
**Print: IMT Tools Feedback**  
1 sheet per set 2 sheets per kit

The above 5 items make up the 0938 IMT Instructions, w/Guidance, Examples, Documentation, and Feedback

**Go back to [www.nifc.gov/policies/records/index.html](http://www.nifc.gov/policies/records/index.html) and below **Tools For Incident Management Teams** click on **Incident Management Team Labels (1/5 cut) 03-11-09****

**Print: Incident Management Team Labels 1/5" cut**

**In color on Avery #5167 labels or equivalent**

**5 pages per Set and 4 Sets per Kit**

**These are the 0826 Labels, IMT**

**The 0829 Folder, File Standard, 1/5 Cut can be obtained from GSA NSN 7530-00-281-5941**

**3 boxes of/ 100 ea per kit**

**The 0832 Folder, Hanging File with 1/5 Cut Plastic Tabs**

**Can be obtained from GSA NSN 7530-01-364-9500**

**4 boxes of 25/ea per kit**

**(The hanging file folders and the plastic tabs 1/5 cut**

**Come together when ordered from GSA)**

**The 0833 Box, Hanging File, 12 GL, 12 ½ x 15 x 12 ½**

**Can be obtained from**

**Akro-Mils Model Phone # 800-253-2467**

**Model No: 66486FILEB**

**Description: 12 -Gallon Hanging File Box**

**Or equivalent**

**8 per kit**

**Pack the above in the 0500 Carton, 22X22X36 (Coffee Heating Kit)**

**The hanging file boxes are nested together in the 0500 Carton with one box of files stored in each bin to distribute weight more evenly.**

**The 0938 IMT Instructions, w/Guidance, Examples, Documentation, and Feedback and the 0825 IMT Labels are then put in the top bin along with the 2990 Kit packing slip**