



**National Wildfire Coordinating Group
(NWCG)**

Incident Business Committee (IBC)

IBC Memo 21-04

November 19, 2021

To: Geographic Area Incident Business Committees
From: Dave Burley, Chairperson, NWCG Interagency Incident Business Committee
Subject: Incident Finance Electronic File Management Recommendation Feedback

In June 2021, the NWCG Incident Business Committee (IBC) established a task group to review electronic file management standards. The task group, which consisted of participants from several agencies, developed recommendations for file naming conventions, file structures, workflow processes, and inbox management.

The IBC is now requesting feedback from your experiences in the 2021 season using the standards that were issued. Please consolidate local feedback at the geographic area level and send to Dave Burley (dburley@blm.gov) and Meg Masse-Geary (mmassege@blm.gov) by January 14, 2022.

The original memo and attachments can be found at: <https://www.nwcg.gov/committees/incident-business-committee/correspondence>. For questions, please contact your IBC representative (<https://www.nwcg.gov/committees/incident-business-committee/roster>).

/s/ Dave Burley

Dave Burley, Chair IBC
Date: November 19, 2021

Attachments:

Finance Working Files File Structure (<https://www.nwcg.gov/sites/default/files/committee-correspondence/ibc-m-21-03a.pdf>)

Finance File Structure-Folder File Matrix (<https://www.nwcg.gov/sites/default/files/committee-correspondence/ibc-m-21-03c.pdf>)

Working with Attachments - Manual vs Automated Workflow
(<https://www.nwcg.gov/sites/default/files/committee-correspondence/ibc-m-21-03b.pdf>)