



OFFICE OF THE STATE FIRE MARSHAL
California All Incident Reporting System
Post Office Box 944246
Sacramento, CA 94244-2460
<http://osfm.fire.ca.gov>

NFIRS 5.0 REQUIRED FORMAT *

1. File names must reflect the following format:

FILE NAME	Position 1	<i>One Alpha</i>	<u>N</u> = NFIRS 5.0 data
	Positions 2-6	<i>Five Numeric</i>	<u>12345</u> = FDID number
	Positions 7-8	<i>Two Numeric</i>	<u>09</u> = Year
	Position 9	<i>One Alpha</i>	<u>Q</u> = Quarterly data
	Position 10	<i>One Numeric</i>	<u>4</u> = 4 th quarter
	For multiple disks per quarterly submission, add the following:		
	Position 11	<i>One Character</i>	Hyphen (-)
	Position 12	<i>One Numeric</i>	<u>1</u> = Disk one

EXAMPLE N1234509Q4-1 = NFIRS data, FDID 12345, 2009, 4th quarter, disk 1
 N1234509Q4-2 = NFIRS data, FDID 12345, 2009, 4th quarter, disk 2

NOTES **Decimal points should not be included in the data file names, except where they normally separate the file name from its 3 digit extension.**
 Each 3 ½ inch diskette should hold 1,400 incidents.

RESUBMIT All corrected data files must be named separately from new data.
 The file name should begin with an “R” to indicate resubmission.

2. If you are submitting data for multiple quarters on one diskette, please assign a separate file name for each quarter. Do not combine multiple quarters into one file.

1 st quarter	=	January, February, March	DUE April 15 th
2 nd quarter	=	April, May, June	DUE July 15 th
3 rd quarter	=	July, August, September	DUE October 15 th
4 th quarter	=	October, November, December	DUE January 15 th

3. We accept NFIRS 5.0 data on 3 1/2” diskette, CD, ZIP disk, or as an email attachment (Please keep the email attachment under 4MB in size, zipped, if necessary).

US MAIL California Department of Forestry and Fire Protection
 Office of the State Fire Marshal
 California All Incident Reporting System
 P.O. Box 944246
 Sacramento, CA 94244-2460

EMAIL CAIRS@fire.ca.gov

4. For NFIRS information, resources and support, please contact our program staff.

Kirsti Fong, Program Coordinator at (916) 445-8435 or kirsti.fong@fire.ca.gov

* These procedures are subject to change