

Department of General Services  
Records Management Division  
**Records Retention and Disposal Schedule**

Schedule Number:  
2323

Page 1 of 16

REV. 3/9/04

Agency:  
Maryland Department of Natural Resources

Division/Unit:  
Natural Resources Police

Item Number

Description

Retention

NRP 101

**Receipt For Seizure:**  
Utilized anytime seafood, game, equipment or property is seized, including items released or returned to the water.

**NRP 101.** The Pink copy shall be maintained by the DNR LERC with the corresponding incident report. The Blue copy shall be destroyed when the case is closed.

NRP 102

**Event Form:**  
For any COPS (Community Oriented Policing) event or Safety Education event.

**NRP 102.** May be destroyed after all pertinent information has been recorded.

NRP 107

**DNR Citation:**  
Official charging document used for charging violators of the Natural Resources laws and regulations and other pertinent statutes.

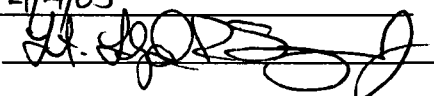
**NRP 107.** The "Headquarters" copy will be maintained by the DNR LERC for 5 years, then destroyed. The "Officers" copy will be maintained by the officer until the case is closed, then destroyed. -

NRP 108

**DNR Warning (Notice of Violation):**  
Used for issuing written notice of violations of Natural Resources laws and regulations, and other pertinent statutes.

**NRP 108.** The "Headquarters" copy will be maintained by the DNR LERC until necessary information has been entered in the DNR Records Management System, then destroyed. The "Officers" copy will be maintained by the officer until the any related cases are closed, then destroyed.

Approved by Department, Agency, or Division Representative:

Date 4/4/05  
Signature 

Print Name Lt. Lloyd R. Ingerson Jr.  
Title Commander, Law Enforcement Records Center

Schedule authorized by State Archivist:

Date JUN 02 2005

Signature 

Department of General Services  
Records Management Division  
**Records Retention and Disposal Schedule**

Schedule Number:  
2323

Page 2 of 16

Item Number	Description	Retention
NRP 204	<p><b>Time And Attendance Log:</b> A record of employees time worked, leave taken and specifically to insure eight regular days off are taken within defined 28-day work cycles.</p>	<p><b>NRP 204.</b> This form shall be maintained for 1 year by the Area/Unit Office, then destroyed.</p>
NRP 205	<p><b>Bi-weekly Time and Attendance Report</b></p>	<p><b>NRP 205.</b> This form shall be submitted to the Payroll Section of Fiscal and Supportive Services. A copy of the form shall be maintained by the Area/Unit Office for 3 years, then destroyed.</p>
NRP 206	<p><b>Employee Work Report:</b> Utilized to document the weekly activities of all Office of Field Operations personnel, the rank of sergeant and below.</p>	<p><b>NRP 206.</b> This form shall be maintained by the Area/Unit Office for 3 years, then destroyed.</p>
NRP 207	<p><b>Leave Request Card:</b> Utilized to request leave in advance.</p>	<p><b>NRP 207.</b> This form shall be maintained by the requesting employee's immediate supervisor until leave is taken, then destroyed.</p>
NRP 303	<p><b>Patrol of Closed Shellfish Areas:</b> Completed daily when patrols of closed shellfish areas are conducted.</p>	<p><b>NRP 303.</b> This form shall be maintained by the Office of Field Operations for 3 years, then destroyed.</p>
NRP 304	<p><b>DNR Boat Utilization and Expense Log:</b> Completed daily when patrol vessels are used.</p>	<p><b>NRP 304.</b> This form shall be maintained by the Area/Unit Office for 3 years, then destroyed.</p>
NRP 306	<p><b>VMILLOO – Vehicle MOFORM:</b> Used to document daily use of State vehicles</p>	<p><b>NRP 306.</b> This form shall be submitted monthly to DNR Fiscal and Supportive Services.</p>

Department of General Services  
Records Management Division  
**Records Retention and Disposal Schedule**

Schedule Number:  
2323

Page 3 of 16

Item Number	Description	Retention
NRP 307	<p><b>Duty Roster – Schedule Form:</b> Completed to plan, schedule and document the work and leave days of Agency employees.</p>	<p><b>NRP 307.</b> This form shall be maintained by the Area/Unit Office for 3 years, and then destroyed.</p>
NRP 401	<p><b>Report of Public Notice:</b> Completed when a field inspection and report is completed for Army Corp of Engineers projects.</p>	<p><b>NRP 401.</b> This form shall be maintained by the Office of Field Operations for 3 years, and then destroyed.</p>
NRP 402	<p><b>CJIS Fingerprint Card:</b> Completed whenever a full custody arrest of a person is made.</p>	<p><b>NRP 402.</b> This form shall be forwarded to CJIS.</p>
NRP 403	<p><b>Hunting Accident Report:</b> Completed whenever a person is injured or deceased as a result of a hunting related incident.</p>	<p><b>NRP 403.</b> This form shall be maintained (except for fatalities) for 5 years, then stored for 5 years, and then destroyed. In incidents involving fatalities this form shall be maintained for 10 years, then stored for 10 years, and then destroyed.</p>
NRP 404	<p><b>Pelt Tagging Report:</b> Completed whenever a NRP officer tags a furbearing mammal as required by law or regulation.</p>	<p><b>NRP 404.</b> This form shall be forwarded to the DNR Wildlife &amp; Heritage Division.,</p>
NRP 405	<p><b>Routing Slip:</b> Completed and attached to various documents sent through the NRP chain of command for review.</p>	<p><b>NRP 405.</b> This form shall remain attached to the document with which it was originally circulated until destruction of that document.</p>
NRP 406	<p><b>Personal Inventory Form:</b> To establish minimum equipment assigned to Agency personnel to standardize and guide inspections of issued equipment.</p>	<p><b>NRP 406.</b> This form shall be maintained by the Area/Unit Office for 1 year, and then destroyed.</p>
NRP 407	<p><b>Vehicle Inventory Form:</b> To establish minimum equipment assigned to Agency vehicles, to inventory new or transferred vehicles and for the inspection of Agency vehicles.</p>	<p><b>NRP 407.</b> This form shall be maintained by the Area/Unit Office for 1 year, and then destroyed.</p>
NRP 408	<p><b>Vessel and Trailer Inventory Form:</b> To establish minimum equipment assigned to Agency vessels, to inventory new or transferred vessels/trailers for the inspection of Agency vessels and trailers.</p>	<p><b>NRP 408.</b> This form shall be maintained by the Area/Unit Office for 1 year, and then destroyed.</p>

Department of General Services  
Records Management Division  
**Records Retention and Disposal Schedule**

Schedule Number:  
2323

Page 4 of 16

Item Number	Description	Retention
NRP 409	<p><b>Investigative Report:</b> Completed whenever a NRP officer responds to a call for assistance or other incident that requires documentation in the form of a detailed report.</p>	<p><b>NRP 409.</b> This form shall be retained by the DNR LERC for a period of 5 years, then stored for 5 years, and then destroyed. In cases involving a fatality, the form shall be retained by the DNR LERC for a period of 10 years, then stored for 10 years, and then destroyed.</p>
NRP 410	<p><b>Supplemental Report:</b> Completed either when a continuation of the NRP 409 report is required, or when a follow-up investigative report is required.</p>	<p><b>NRP 410.</b> This form shall be retained by the DNR LERC with the corresponding NRP 409 form for a period of 5 years, then stored for 5 years, and then destroyed. In cases involving a fatality, the form shall be retained for a period of 10 years, stored for 10 years, and then destroyed.</p>
NRP 410A	<p><b>Property List:</b> Completed as a continuation of the NRP 409 or NRP 410 report to list property reported as stolen, lost, or found, in an investigation</p>	<p><b>NRP 410A.</b> This form shall be retained by the DNR LERC with the corresponding NRP 409 form or NRP 410 form for a period of 5 years, then stored for 5 years, and then destroyed. In cases involving a fatality, the form shall be retained for 10 years, stored for 10 years, and then destroyed.</p>
NRP 412	<p><b>Watercraft Accident Report:</b> Completed whenever one or more vessel(s) are involved in a watercraft accident that is classified as reportable by State or federal laws and/or regulations</p>	<p><b>NRP 412.</b> This form shall be retained by the DNR LERC for a period of 5 years, then stored for 5 years, and then destroyed. In cases involving a fatality, the form shall be retained by the DNR LERC for a period of 10 years, then stored for 10 years, and then destroyed.</p>
NRP 413	<p><b>Missing Person Report:</b> Completed whenever a person is reported missing to the Natural Resources Police as the result of an accident or criminal incident</p>	<p><b>NRP 413.</b> This form shall be retained with the corresponding NRP 409 form or NRP 412 form for 5 years, then stored for 5 years, and then destroyed. In incidents involving a fatality, the form shall be retained by the DNR LERC for 10 years, then stored for 10 years, and then destroyed.</p>

Department of General Services  
Records Management Division  
**Records Retention and Disposal Schedule**

Schedule Number:  
2323

Page 5 of 16

Item Number	Description	Retention
NRP 415	<b>Property Seizure Tag:</b> Completed whenever an item is seized or recovered by an NRP officer as the result of an investigation.	<b>NRP 415.</b> This form shall remain attached to the seized or recovered item until that item is returned to the owner, or otherwise disposed of by the State. This form shall then be retained with the original NRP 410A for a period of 3 years following return or disposition of the property, and then destroyed.
NRP 416	<b>Property Inventory Record:</b> Completed whenever an item is seized or recovered by an NRP officer as the result of an investigation.	<b>NRP 416.</b> This form shall remain at the installation or location where the item is stored, and shall be retained for a period of 3 years following return or disposition of the property, and then destroyed.
NRP 417	<b>Vehicle Service Record:</b> Completed and retained in the assigned vehicle whenever vehicle maintenance is completed	<b>NRP 417.</b> This form shall remain within the assigned State vehicle until the vehicle is removed from service, and then destroyed.
NRP 418	<b>Speed Limit Proposal Survey:</b> Completed when a speed limit proposal or other boating regulation change is requested through the Safety Education Division – Regulation	<b>NRP 418.</b> This form shall be maintained by the Safety Education Division for 3 years, and then destroyed.
NRP 419	<b>Derelict Boat &amp; Debris Report:</b> This report is to be completed when a derelict boat is reported or found and removal is necessary.	<b>NRP 419.</b> This form shall be maintained by the Derelict Boat Coordinator for 3 years after the conclusion of the prospective grant, and then destroyed.
NRP 420	<b>Wildlife Permit Inspection Report:</b> Personnel complete reports during annual inspection of wildlife permit holders.	<b>NRP 420.</b> This form shall be maintained by the Area/Unit Office for 3 years, and then destroyed.
NRP 420-R	<b>Raptor Facilities &amp; Equipment Inspection:</b> Report is completed for initial raptor facilities inspection (prior to applicant receiving permit) and for annual re-inspections	<b>NRP 420-R.</b> This form shall be maintained by the Area/Unit Office for 3 years, and then destroyed.
NRP 420-RSA	<b>Regulated Shooting Area Inspection:</b> Report is completed for initial RSA facilities inspection and for annual inspections	<b>NRP 420RSA.</b> This form shall be maintained by the Area/Unit Office for 3 years, and then destroyed.

Department of General Services  
Records Management Division  
**Records Retention and Disposal Schedule**

Schedule Number:  
2323

Page 6 of 16

Item Number	Description	Retention
NRP 421	<p><b>Quarterly Vehicle Safety Inspection Report:</b> Report is completed to guide and document quarterly vehicle safety inspections for all NRP vehicles.</p>	<p><b>NRP 421.</b> This form shall be maintained by the Area/Unit Office for 3 years, and then destroyed</p>
NRP 422	<p><b>Field Information Report:</b> Completed whenever an NRP officer intends to refer prosecution of a violation to the United States Fish And Wildlife Service for prosecution.</p>	<p><b>NRP 422.</b> This form shall be forwarded to the United States Fish and Wildlife Service.</p>
NRP 423	<p><b>Confiscated Weapons Log:</b> A continuous log maintained to record all weapons seized by officers working at a particular installation</p>	<p><b>NRP 423.</b> This form shall be maintained at the Area/Unit Office for 5 years following disposition of all items listed on the log, and then destroyed</p>
NRP 424	<p><b>Advise of Rights Statement:</b> Report is completed to document when a suspect or defendant is advised of their constitutional rights, prior to questioning.</p>	<p><b>NRP 424.</b> This form shall be maintained with the corresponding Incident Report Form for 5 years by the DNR LERC then stored for 5 years, then destroyed. In cases that involve a fatality, this form shall be maintained 10 years by the DNR LERC, then stored for 10 years, and then destroyed</p>
NRP 425	<p><b>Voluntary Statement / Advisement of Rights:</b> Report is utilized for suspect or witness statements during Natural Resources Police investigations.</p>	<p><b>NRP 425.</b> This form shall be maintained with the corresponding Incident Report Form for 5 years by the DNR LERC then stored for 5 years, then destroyed. In cases that involve a fatality, this form shall be maintained 10 years by the DNR LERC then stored for 10 years, then destroyed</p>
NRP 425A	<p><b>Witness/Victim Statement:</b> Utilized to record victim and witness statements during Natural Resources Police investigations.</p>	<p><b>NRP 425A.</b> This form shall be maintained with the corresponding Incident Report Form for 5 years by the DNR LERC then stored for 5 years, then destroyed. In cases that involve a fatality, this form shall be maintained 10 years by the DNR LERC then stored for 10 years, then destroyed</p>

Department of General Services  
Records Management Division  
**Records Retention and Disposal Schedule**

Schedule Number:  
2323

Page 7 of 16

Item Number	Description	Retention
NRP 426	<p><b>Consent to Search and Seize:</b> Utilized to document consent given by a person to allow Natural Resources Police to conduct a search and seize items of evidence during an investigation.</p>	<p><b>NRP 426.</b> This form shall be maintained by the DNR LERC with the corresponding Incident Report Form for 5 years then stored for 5 years, and then destroyed. In cases that involve a fatality, this form shall be maintained by the DNR LERC 10 years then stored for 10 years, and then destroyed</p>
NRP 427	<p><b>Preliminary Breath Test Log:</b> Documents use of the agency issued Preliminary Breath Test unit.</p>	<p><b>NRP 427.</b> Retained at NRP Area/Unit office for a period of 1 year after completion of the fiscal year for which documentation applies, and then destroyed.</p>
NRP 429	<p><b>Operator's Evaluation Report:</b> Report is completed to document the performance of new patrol vehicles.</p>	<p><b>NRP 429.</b> This form shall be maintained by the Fleet Coordinator for 1 year, and then destroyed.</p>
NRP 430	<p><b>Alcohol Influence Report:</b> Report is completed whenever an officer arrests or charges a person with either operating or driving a vessel or vehicle while impaired</p>	<p><b>NRP 430.</b> This form shall be maintained with the corresponding Incident Report Form, and then destroyed in accordance with the established schedule for that report form.</p>
NRP 431	<p><b>Operation S.W.A.M.P Report:</b> Completed whenever a S.W.A.M.P. operation is conducted.</p>	<p><b>NRP 431.</b> This form shall be retained by the Field Force Commander for 1 year, and then destroyed.</p>
NRP 433	<p><b>Non-Hunting Deer Tag:</b> When a Big Game Possession Tag for a legally killed deer would be improper; i.e., accidental killing motor vehicle, etc.</p>	<p><b>NRP 433.</b> This tag shall be sent to the DNR Wildlife Division.</p>
NRP 434	<p><b>Boat Excise Tax Field Investigation:</b> Utilized to report to the Boat Excise Tax Unit when a NRP officer encounters a vessel that the officer believes to be in violation of State boat excise tax laws and/or regulations</p>	<p><b>NRP 434.</b> This form shall be forwarded to DNR Licensing &amp; Registration Division for investigation.</p>

Department of General Services  
Records Management Division  
**Records Retention and Disposal Schedule**

Schedule Number:  
2323

Page 8 of 16

Item Number	Description	Retention
NRP 436	<p><b>Revoked License Information Card:</b> To document the court ordered suspension or revocation of any hunting, fishing or wildlife license subsequent to the issuance of a Natural Resources Citation.</p>	<p><b>NRP 436.</b> This form shall be maintained in Headquarters for 3 years, or 1 year after the suspension or revocation is lifted, and then destroyed.</p>
NRP 438	<p><b>Vehicle / Vessel Accident Worksheet:</b> Report is completed when Agency motor vehicles and vessels are involved in an accident.</p>	<p><b>NRP 438.</b> This form shall be maintained by the Fleet Coordinator for 5 years, and then destroyed.</p>
NPR 439	<p><b>Vehicle / Vessel Acc. Invs. Guide (FS-1) :</b> Report is completed when Agency motor vehicles and vessels are involved in an accident.</p>	<p><b>NRP 439.</b> This form shall be maintained with the corresponding Incident Report Form for 5 years by the DNR LERC, then stored for 5 years, and then destroyed.</p>
NRP 440	<p><b>Courtesy P.F.D. Program Report :</b> Completed whenever a NRP officer loans a PFD to a citizen in accordance with this program.</p>	<p><b>NRP 440.</b> This form shall be retained at the NRP Area/Unit Offices until no longer needed and then destroyed.</p>
NRP 441	<p><b>Special Event Expenditure Report:</b> To compile equipment and personnel expenses incurred by NRP for designated special events that qualify for reimbursement.</p>	<p><b>NRP 441.</b> This form shall be maintained by the Area/Unit Office for 3 years, and then destroyed.</p>
NRP 444	<p><b>Field Information Request:</b> When certified natural resources history and case specific information is required from the DNR Law Enforcement Records Section.</p>	<p><b>NRP 444.</b> This form shall be maintained by the Law Enforcement Records Center until request is satisfied, and then destroyed</p>
NRP 445	<p><b>DNR Federal Notification of Charges Disposition:</b> Completed when Federal charges or Criminal Charging Document are obtained by NRP personnel. Form is not completed until the case is adjudicated.</p>	<p><b>NRP 445.</b> This form shall be maintained by the Law Enforcement Records Center for 5 years after the case has been adjudicated, then destroyed.</p>
NRP 447	<p><b>Worker's Compensation – First Report of Injury or Illness:</b> To document a work related injury or illness to permanent or volunteer employees.</p>	<p><b>NRP 447.</b> This form shall be maintained by the NRP Personnel Section.</p>
NPR 448	<p><b>Accident Witness Statement of Injury:</b> To document the personal observation of a work related injury or illness for permanent and volunteer employees.</p>	<p><b>NRP 448.</b> This form shall be maintained by the NRP Personnel Section.</p>



Department of General Services  
Records Management Division  
**Records Retention and Disposal Schedule**

Schedule Number:  
2323

Page 9 of 16

Item Number	Description	Retention
NRP 449	<b>Employee and Supervisor's Report of Injury:</b> To document a work related injury or illness to permanent or volunteer employees	<b>NRP 449.</b> This form shall be forwarded to the DNR Human Resources Section.
NRP 450	<b>Catch A Poacher Report:</b> Completed each time a violation is reported through the Catch A Poacher program	<b>NRP 450.</b> This form shall be retained by the NRP Safety & Education Division for 1 year following disposition of reward, and then destroyed.
NRP 453	<b>COT/GADX5 Expense Voucher:</b> Completed whenever an employee desires reimbursement for approved job related expenses	<b>NRP 453.</b> This form shall be sent to Fiscal and Supportive Services
NRP 454	<b>Secondary Employment Request Form:</b> Completed whenever a NRP Officer wishes to engage in secondary employment.	<b>NRP 454.</b> This form shall be retained by the Region/Division Commander of the employee making the request for a period of 1 year, and then destroyed.
NRP 456	<b>Summary of Legislative Contact:</b> Use each time a contact is made with a legislator, legislative staff, or elected official.	<b>NRP 456.</b> This form shall be sent through the chain of command to the Office of the Secretary.
NRP 458	<b>Sound Level Enforcement Log :</b> Completed whenever a sound level meter is utilized for enforcement purposes or is calibrated.	<b>NRP 458.</b> This form shall be remain with the assigned sound level meter unit until that unit is removed from service, and then destroyed.
NRP 459	<b>Property Control Log :</b> Completed each time a piece of evidence is stored at an NRP facility.	<b>NRP 459.</b> This form shall be retained at the facility at which the property is stored for a period of 3 years following disposition of all evidence listed on the log, and then destroyed.
NRP 460	<b>K-9 Training Log :</b> Completed each time K-9 training activities are conducted.	<b>NRP 460.</b> This form shall be retained by the K-9 handler of each respective K-9 unit for the period of service life of each canine, and then destroyed.
NRP 461	<b>K-9 Utilization Report :</b> Completed bi-weekly to document utilization of each K-9 unit.	<b>NRP 461.</b> This form shall be retained by the K-9 handler of each respective K-9 unit for the period of service life of each canine, and then destroyed.

Department of General Services  
Records Management Division  
**Records Retention and Disposal Schedule**

Schedule Number:  
2323

Page 10 of 16

Item Number	Description	Retention
NRP 462	<p><b>Employee Exposure Report:</b> Completed as needed whenever an employee is potentially exposed to bloodborne pathogens or other harmful substance.</p>	<p><b>NRP 462.</b> This form shall be retained by the Agency Exposure Control Officer until employee separates from State service, and then destroyed.</p>
NRP 463	<p><b>Hepatitis Vaccination Consent/Declination Form:</b> Completed when the employee is afforded the opportunity to have the hepatitis vaccine administered through the agency.</p>	<p><b>NRP 463.</b> This form shall be retained by the Agency Exposure Control Officer until employee separates from State service., and then destroyed</p>
NRP 464	<p><b>MSP -67 Form:</b> Completed whenever evidence other than controlled dangerous substances are submitted to the MSP laboratory for analysis.</p>	<p><b>NRP 464.</b> This form shall be retained at the installation or location where the item is stored after return from the MSP crime laboratory, and shall be retained for a period of 3 years following return or disposition of the property, and then destroyed.</p>
NRP 465	<p><b>MSP -67A Form:</b> Completed whenever controlled dangerous substances are submitted to the MSP laboratory for analysis.</p>	<p><b>NRP 465.</b> This form shall be retained at the installation or location where the item is stored after return from the MSP crime laboratory, and shall be retained for a period of 3 years following return or disposition of the property, and then destroyed.</p>
NRP 466	<p><b>Transfer Request Form:</b> Completed whenever a NRP officer wishes to request transfer to another position.</p>	<p><b>NRP 466.</b> This form shall be retained by the NRP Office of Administrative Services until the end of the calendar year in which it was completed, and then destroyed.</p>
NRP 467	<p><b>Request for Forfeiture:</b> Completed and forwarded to State's Attorney whenever an officer has seized an item and wishes to pursue forfeiture of the item, on behalf of the State, through civil proceedings.</p>	<p><b>NRP 467.</b> This form shall be forwarded to the State's Attorney in the county in which forfeiture is sought. A copy of the form shall be retained along with any appropriate incident reports, and then destroyed along with the reports in accordance with the schedule established for that report.</p>
NRP 468	<p><b>Notice of Forfeiture Intent:</b> Completed and forwarded to the person from whom evidence has been seized whenever an officer has seized an item and wishes to pursue forfeiture of the item, on behalf of the State, through civil proceedings</p>	<p><b>NRP 468.</b> This form shall be given to the person from whom the evidence was seized. A copy of the form shall be retained along with any related incident reports, and then destroyed in accordance with the schedule for that report.</p>

Department of General Services  
Records Management Division  
**Records Retention and Disposal Schedule**

Schedule Number:  
2323

Page 11 of 16

Item Number	Description	Retention
NRP 470	<p><b>Notice of Fail to Qualify :</b> Completed whenever a NRP officer fails to meet qualification standards with the agency issued firearm</p>	<p><b>NRP 470.</b> This form shall be retained in the training folder of the affected NRP officer and maintained by the NRP Training Division, for 5 years following separation of the affected officer from State service, and then destroyed.</p>
NRP 471	<p><b>Loss of Firearm:</b> Completed whenever an agency issued firearm is lost or stolen.</p>	<p><b>NRP 471.</b> This form shall be forwarded to the DNR Director of Management Analysis.</p>
NRP 472	<p><b>Aversive Conditioning - Rubber Buckshot:</b> Completed whenever a NRP officer utilizes rubber buckshot ammunition when conducting aversive conditioning of nuisance black bears.</p>	<p><b>NRP 472.</b> This form shall be maintained at the Area/Unit Office retained for a period of 1 year and then destroyed.</p>
NRP 473	<p><b>Maryland Domestic Violence Supplement:</b> Completed whenever a NRP officer responds to and investigates a domestic violence related incident.</p>	<p><b>NRP 473.</b> This form shall be retained as a supplement to any incident report completed and destroyed in accordance with the schedule established for that form.</p>
NRP 474	<p><b>Vehicle / Vessel Stop:</b> Report shall be completed when an officer stops the driver of a motor vehicle and detains the driver for any period of time for a violation of the Motor Vehicle Law, and for all other types of violations, including natural resources violations.</p>	<p><b>NRP 474.</b> This form shall be maintained by the DNR Records until such time as the annual report has been sent to the Maryland Justice Analysis Center, and then destroyed.</p>
NRP 478	<p><b>Equipment Loan Agreement:</b> Completed whenever agency equipment is loaned to another government agency/organization.</p>	<p><b>NRP 478.</b> This form shall be retained by the Division Commanders of the division to which the equipment is assigned for a period of 1 year following return to the loaned equipment, and then destroyed.</p>
NRP 479	<p><b>Liability Release &amp; Indemnification Agreement:</b> Completed whenever a civilian participates in the agency Ride-a-long Program.</p>	<p><b>NRP 479.</b> This form shall be retained by the Division Commander authorizing the ride-a-long for a period of 1 year following completion of the ride-a-long, and then destroyed.</p>

Department of General Services  
Records Management Division  
**Records Retention and Disposal Schedule**

Schedule Number:  
2323

Page 12 of 16

Item Number	Description	Retention
NRP 601	<p><b>After Action Report Summary of Emergency Operation:</b> Report is completed for Phase IV Emergency Operations, Fatal Boating Accidents, Non-Military Aircraft Crashes on the water and any incident where a Command Post is established.</p>	<p><b>NRP 601.</b> This form shall be maintained by the Emergency Operations Committee for 1 year, and then destroyed.</p>
NRP 602	<p><b>Emergency Operation Worksheet:</b> Worksheet is completed for Phase IV Emergency Operations, Fatal Boating Accidents, Non-Military Aircraft Crashes on the water and any incident where a Command Post is established.</p>	<p><b>NRP 602.</b> This form shall be maintained at the appropriate Area/Unit Office for 1 year, and then destroyed.</p>
NRP 603	<p><b>Emergency Equipment &amp; Personnel Directory:</b> Report is utilized to maintain an ongoing, accurate inventory of available emergency equipment and personnel.</p>	<p><b>NRP 603.</b> This form shall be maintained by the Emergency Operations Committee for 1 year, and then destroyed.</p>
NRP 604	<p><b>Emergency Response Equipment &amp; Personnel Resource Directory:</b> Report is completed in preparation for an impending emergency or incident.</p>	<p><b>NRP 604.</b> This form shall be maintained by the Area/Unit Office when the Area/Unit is on Phase 1 Alert. The form shall be held until no longer needed, and then destroyed.</p>
NRP 605	<p><b>Area Office Status Report:</b> Report is completed in preparation for an impending emergency or incident.</p>	<p><b>NRP 605.</b> This form shall be maintained by the Area/Unit Office when the Area/Unit is on Phase 1 Alert. The form shall be held until no longer needed, and then destroyed.</p>

Department of General Services  
Records Management Division  
**Records Retention and Disposal Schedule**

Schedule Number:  
2323

Page 13 of 16

Item Number	Description	Retention
NRP 700, NRP 701, NRP 702, NRP 703, NRP 704, NRP 705, NRP 706, NRP 707, NRP 708	<b>Field Training Officer Program Forms:</b> Reports are completed as needed as a NRP officer proceeds through the NRP Field Training Officer Program.	<b>NRP 700, NRP 701, NRP 702, NRP 703, NRP 704, NRP 705, NRP 706, NRP 707, NRP 708.</b> These forms shall be maintained by the NRP Training Division as part of each officer's training file, until 5 years after an officer separates from State service, and then destroyed.

Department of General Services  
Records Management Division  
**Records Retention and Disposal Schedule**

Schedule Number:  
2323

Page 14 of 16

Item Number	Description	Retention
<p>NRP 800  NRP 801  NRP 802  NRP 805  NRP 810  NRP 811  NRP 815  NRP 820  NRP 821  NRP 822  NRP 823  NRP 825  NRP 826  NRP 827  NRP 830  NRP 831  NRP 832  NRP 840  NRP 841  NRP 842  NRP 843  NRP 845  NRP 850  NRP 851  NRP 860  NRP 861  NRP 862  NRP 863  NRP 864  NRP 865  NRP 870  NRP 871</p> <p>NRP Internal Investigation Report</p>	<p><b>NRP Disciplinary/Internal Investigation Forms:</b></p> <p>All 800 Series forms and the NRP Internal Investigation Report shall be completed as needed when complaints of alleged misconduct against personnel are answered or investigated.</p>	<p>NRP 800, NPR 801, NRP 802, NRP 805, NRP 810, NRP 811, NRP 815, NRP 820, NRP 821, NRP 822, NRP 823, NRP 825, NRP 826, NRP 827, NRP 830, NRP 831, NRP 832, NRP 840, NRP 841, NRP 842, NRP 843, NRP 845, NRP 850, NRP 851, NRP 860, NRP 861, NRP 862, NRP 863, NRP 864, NRP 865, NRP 870, NRP 871, NRP Internal Investigation Report. These forms and reports shall be retained by the NRP Internal Investigations Unit for a period of 3 years for investigations for which the disposition is unfounded, and then destroyed. These forms and reports shall be retained by the NRP Internal Investigations Unit for a period of 5 years for investigations for which the disposition is sustained with no hearing board. These forms and reports shall be retained by the NRP Internal Investigations Unit in perpetuity in cases sustained by a hearing board ; transfer periodically to State Archives.</p>

Department of General Services  
Records Management Division  
**Records Retention and Disposal Schedule**

Schedule Number:

Page 15 of 16

Item Number	Description	Retention
NRP 900	<b>Non-Commissioned Officer's Observation Report:</b> Report is completed to recognize and document job performance.	<b>NRP 900.</b> This form shall be maintained by the Area/Unit Office for 6 months, and then destroyed.
NRP 901	<b>Non-Commissioned Officer's Continuation Form:</b> Report is completed as a continuation to the Non-Commissioned Officer's Appraisal Report or the Observation Report.	<b>NRP 901.</b> This form shall be maintained by the Area/Unit Office for 6 months, and then destroyed.
NRP 902, 903, 904 & 905	<b>Non-Commissioned Officer's Appraisal Report:</b> Report is completed to recognize and document job performance.	<b>NRP 902-5.</b> This form shall be maintained by the NRP Personnel Section for a period of one year and then destroyed
NRP 906, 907, 908 & 909	<b>Commissioned Officer's Appraisal Report:</b> Report is completed to recognize and document job performance.	<b>NRP 906-9.</b> This form shall be maintained by the NRP Personnel Section for one year and then destroyed

Department of General Services  
Records Management Division  
**Records Retention and Disposal Schedule**

Schedule Number:

Page 16 of 16

Item Number	Description	Retention
Section/Division Specific Forms	<b>Section/Division Specific Forms:</b> All Forms used to track or maintain records relative to a particular Section/Division only.	These forms shall be retained until no longer needed, and then destroyed.