

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>71-065-05-3</i>		
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>4-15-2005</i>		
1. FROM (Agency or establishment) DEPARTMENT OF JUSTICE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.			
2. MAJOR SUBDIVISION FEDERAL BUREAU OF INVESTIGATION					
3. MINOR SUBDIVISION RECORDS MANAGEMENT DIVISION					
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey		5. TELEPHONE NUMBER 202-324-1613	DATE <i>08-02-2006</i>	ARCHIVIST OF THE UNITED STATES <i>Paul M. Blalock</i>	
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>4</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.					
DATE <i>4/7/05</i>		SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary B. All</i>		TITLE Assistant Director	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
	National Crime Information Center (NCIC) The NCIC is a computerized index of documented criminal justice information. Established in 1967 as the National Crime Information Center (NCIC) and updated in July 1999, it is a nationwide system dedicated to serving and supporting local, state, and federal criminal justice agencies in their mission to uphold the law and protect the public. Information gleaned from NCIC can assist the criminal justice community in apprehending fugitives, locating missing persons, locating and returning stolen property, and protecting law enforcement personnel. The statutory authority for NCIC is included under Title 28, United States Code (USC), Section 534 and Title 28, Code of Federal Regulations (CFR), Sections 0.85, 20.31, and 20.36. Data in NCIC files are exchanged with and for the official use of criminal justice officials of local, state, and federal governments in the United States and its possessions and in Canada. NCIC data from selected files are accessed for official use by international law enforcement agencies. <i>cc Agency only</i>		N1-065-04-2		

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	<p>The Criminal Justice Information Services (CJIS) Division operates the NCIC system. CJIS furnishes a host-computer system and telecommunications lines to local, state, and federal criminal justice agencies. Those agencies, in turn, operate their own computer systems, which provide access to local criminal justice agencies and regional networks. Criminal justice data is entered into FBI host-computer files by criminal justice agencies, and other agencies are then able to rapidly access that information through the central computer system. This cooperative network provides NCIC access to virtually all criminal justice agencies in the United States.</p> <p>Data is currently stored in 19 files with new files added intermittently. Data input is voluntary for all files except the Convicted Sexual Offender Registry and entry of missing juveniles into the Missing Persons File. To ensure the privacy and integrity of the data, NCIC employs a number of security conventions. The data passing through the network is encrypted to prevent unauthorized access. An Originating Agency Identifier is assigned to each agency authorized to access the system. Each individual accessing the system is identified by a unique user identification and password. To further ascertain and verify the accuracy and integrity of the data, periodic audits are conducted to ensure data quality and agency adherence to security provisions.</p> <p>General policy and operational decisions are based upon the recommendations of the CJIS Advisory Policy Board (APB). The APB is composed of top administrators from local, state, and federal criminal justice agencies throughout the United States. During regular meetings, the Board reviews system operations, recommends modifications, and suggests retention periods for data maintained in the active data files to the Director of the FBI.</p>		

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	<p>A. Input: Data is entered into NCIC by the federal, state, local, and international criminal justice agencies. Records can only be updated or cleared by the contributing agency.</p> <p>B. NCIC Data Files: Data is currently entered into 19 data files including the Vehicle, Missing Person, Protection Order, Convicted Sexual Offender Registry, and Violent Gang and Terrorist Organization Files. New data files are added to NCIC based upon the recommendations of local, state, Federal, and international criminal justice agencies as well as the CJIS APB.</p> <p>Records are retained in an active status until their expiration date is reached or until they are cleared or canceled by their contributing agency. Inactive or retired records are retained in NCIC for future investigative purposes. NCIC contains retired records dating back to 1972.</p> <p>Inactivate records when their expiration date is reached or when cleared or canceled by their contributing agency.</p> <p>DELETE/DESTROY when 50 years old or when no longer needed for reference purposes, whichever is later.</p> <p>Housekeeping Data Files:</p> <p>1. Originating Agency Identifier (ORI) File: An ORI is a nine-character identifier assigned by CJIS to an agency in order to identify transactions on the NCIC system.</p> <p>Move to inactive status when an agency is no longer granted access to NCIC. Maintain until NCIC is discontinued.</p> <p>2. Transaction Audit Log: Contains data on each transaction conducted in NCIC. Included in the log is such information as date and time of record updates, purges, and system inquiries, as well as the ORI number of the entity making the modifications.</p> <p>Maintain until NCIC is discontinued.</p>		

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	<p>C. Outputs. NCIC produces hit confirmations in response to a query.</p> <p>D. System Documentation:</p> <p>DESTROY/DELETE when superseded by an updated version. Maintain updated copy until NCIC is discontinued.</p>		