LEADS Daily Bulletin

August 6, 2024

Use of Clear vs Cancel When Removing Records

The LEADS and NCIC transactions of **CLEAR** and **CANCEL** should be used to correspond with the purpose for removal of the record. The **CLEAR** function documents apprehension or recovery which can ultimately be used for a variety reasons including crime patterns, statistics, etc. Use of **CANCEL** indicates the record should not have been entered at all, or that it was removed as the original entry contained numerous errors and re-entry was more efficient.

LACs should include examination of record removal methods in the record quality checks to confirm record removal is being performed correctly to reflect the true history.

CLEAR: The record has served its purpose and should be removed. This would include the Wanted Person has been apprehended, the Stolen Vehicle has been recovered, etc.

CANCEL: The record should not have been entered into LEADS and/or NCIC or when entered contained numerous errors and needed to be removed and re-entered correctly.

For questions, contact the ISP Help Desk at ISP.HelpDesk@illinois.gov or by calling 866/LEADS-00.

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date