



LEADS HOLDER OF THE RECORD AGREEMENT

This document is an agreement between the

(Criminal Justice Agency owning the Criminal Justice Data entered or Owner of the Record)

and

(Criminal Justice Agency entering/maintaining the Owner of the Record's Criminal Justice Data or Holder of the Record)

NOTE: Any agency having investigative authority and jurisdiction, and having an NCIC assigned Originating Agency Identifier (ORI) must enter records into LEADS/NCIC that meet LEADS/NCIC criteria as soon as possible once the minimum data required for entry (i.e., all mandatory fields) and appropriate record documentation are available.

OWNER OF THE RECORD RESPONSIBILITIES

1. Ensure appropriate supporting documentation is on-file and/or provided to the Holder of the Record agency when LEADS/NCIC records are entered.
2. Notify the Holder of the Record agency immediately when any LEADS/NCIC record is to be canceled/modified/voided.
3. Validate LEADS/NCIC records by verifying the accuracy and completeness, and promptly notify the Holder of the Record agency reference the record status.

HOLDER OF THE RECORD RESPONSIBILITIES:

1. Assume responsibility for the accuracy, timeliness and completeness of criminal justice data entered for the Owner of the Record agency. Ensure appropriate supporting documentation is on-file and/or provided by the Owner of the Record agency when LEADS/NCIC records are entered.
2. Promptly remove data, where applicable, when notified by the Owner of the Record that the data is no longer valid or does not comply with policies and procedures.
3. Confirm all Hits on a record in accordance with standards and requirements established by the LEADS/NCIC on behalf of the Owner of the Record agency.
4. Remove data from LEADS/NCIC in accordance with established LEADS/NCIC standards and requirements.
5. Validate any data referred to in accordance with LEADS/NCIC standards and requirements.
6. Furnish a record confirmation in the time period, based on the priority of urgent or routine. Provide a response indicating a positive or negative confirmation or a notice of the specific amount of time necessary to provide a response to the request for record confirmation.

OWNER OF THE RECORD AGENCY *(Please Type or Print)*

NCIC ORI

Chief Administrator's Name & Title *(Please Type or Print)*

Chief Administrator's Signature

Date

HOLDER OF THE RECORD AGENCY *(Please Type or Print)*

NCIC ORI

Chief Administrator's Name & Title *(Please type or print)*

Chief Administrator's Signature

Date

LEADS/NCIC policy mandates a signed copy of this agreement must remain on file at each agency and available upon request by LEADS Administrator or Auditor.