LEADS Daily Bulletin

April 13, 2022

Use of Clear vs Cancel When Removing Records

The LEADS and NCIC transactions of CLEAR (formerly Cancel in LEADS 2000) and CANCEL (formerly VOID in LEADS 2000) 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 method in record quality checks to confirm that 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.

If you have any other questions or issues, please contact the ISP Help Desk by either emailing your questions to ISP.HelpDesk@illinois.gov or by calling 866/LEADS-00. Please provide your agency ORI with the request.

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