

## LEADS Daily Bulletin

August 11, 2025

## 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](mailto:ISP.HelpDesk@illinois.gov) or by calling 866/LEADS-00.

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