LEADS Daily Bulletin

September 15, 2023

Shredding of LEADS/NCIC Printouts

Per FBI CJIS regulations, all LEADS/NCIC data must be properly destroyed prior to disposal. This includes all LEADS printouts containing LEADS/NCIC CHF, SOS, CHRI, etc.

Please see the FBI CJIS Security Policy for more information:
https://isp.illinois.gov/LawEnforcement/LEADSSecurity

5.8.4 Disposal of Physical Media
Physical media shall be securely disposed of when no longer required, using formal procedures. Formal procedures for the secure disposal or destruction of physical media shall minimize the risk of sensitive information compromise by unauthorized individuals. Physical media shall be destroyed by shredding or incineration. Agencies shall ensure the disposal or destruction is witnessed or carried out by authorized personnel.

If your agency provides LEADS service to another agency (especially MDC only agencies without direct LEADS 3.0 access) please be sure to share this daily briefing with them.

Please contact the Help Desk (866/LEADS-00) with questions or assistance.

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