

|  |                              |                                    |  |
|--|------------------------------|------------------------------------|--|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse)    |                              | <b>LEAVE BLANK (NARA use only)</b> |  |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408       |                              | JOB NUMBER<br>11-370-11-3          | DATE RECEIVED<br>7/6/11                              |
| 1. FROM (Agency or establishment)<br>National Oceanic and Atmospheric Administration |                              | NOTIFICATION TO AGENCY             |  |
| 2. MAJOR SUBDIVISION<br>National Marine Fisheries Service                            |                              |                                    |  |
| 3. MINOR SUBDIVISION<br>Office of Law Enforcement                                    |                              |                                    |  |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Diana Avery                                 | 5. TELEPHONE<br>301-427-2300 | DATE<br>5/20/11                    | ARCHIVIST OF THE UNITED STATES<br><i>[Signature]</i> |

**6. AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 2 page(s) are not needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

|                  |   |                          |
|------------------|---|--------------------------|
| DATE<br>7/1/2011 | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Indra A. Siveb Sr.</i> | TITLE<br>Records Officer |
|------------------|---|--------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
|             | National Marine Fisheries Service<br>Record Group 370<br><br>Law Enforcement Accessible Database System (LEADS)<br>Amend to add - SEE ATTACHED |                                   |                                  |

**INACTIVE - ALL ITEMS SUPERSEDED**

**AGENCY:** National Oceanic and Atmospheric Administration 1513-17  
**OFFICE:** National Marine Fisheries Service, Office of Law Enforcement

**NAME OF SYSTEM:** Law Enforcement Accessible Database System (LEADS)

**DESCRIPTION:** LEADS is based on the Denali *in*PURSUIT COTS product. LEADS is a comprehensive information management system designed to facilitate the entry, management, and reporting of law enforcement data. The system enables National Oceanic and Atmospheric Administration's (NOAA) Office for Law Enforcement (OLE) agents and officers to capture, inquire, and display information on Cases, Incidents, Fisheries, Individuals, Businesses, Case Documents, Evidence Items, and many other types of data.

**Input**

Data entered into the system by the OLE agents, officers, support staff, paper and electronic inputs consisting of name, address, vessels, cases, seized property and evidence, arrests, management information and sworn personnel. Data is also from interface with EMIS and Justware (future system).

~~Item 1: Hardcopy.~~

*NI-370-90.3/  
1513-01b*

~~Disposition: TEMPORARY. Retain in accordance with NOAA Record Schedule. 1513-01' **FILING INSTRUCTION**~~

~~Item 2: Electronic copy.~~

*Superseded by: 0002*

*DAA-GRS-2017-0003-*

~~Disposition: TEMPORARY. Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later. GRS 20, Electronic Records, item 2(b).~~

*DATE (MM/DD/YYYY):  
07/20/2017*

~~Item 3: Master File.~~

~~Data input includes incident, EMIS/NOAA case number, ACI, arrest, conveyance, name, location, court documents, evidence, and property.~~

*Superseded by:*

*DAA-0370-2017-0002*

~~Disposition: TEMPORARY. Delete/destroy 10 years when current case file is closed.~~

*DATE (MM/DD/YYYY):  
10/25/2017*

~~Item 4: Output~~

~~This system provides OLE employees, contractors, with workstation graphical user interface (full screen view of data), reports and vessel hot file.~~

~~Disposition: TEMPORARY. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. Print File - Destroy hardcopy when no longer needed.~~

*Superseded by:*

*DAA-GRS-2017-0003-0002*

*DATE (MM/DD/YYYY):  
07/20/2017*

**INACTIVE - ALL ITEMS SUPERSEDED**

**INACTIVE - ALL ITEMS SUPERSEDED**

~~**Item 5: System Documentation**~~

GRS 20, 11a(1)

~~Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.~~

~~Disposition: **TEMPORARY**. Destroy/delete upon authorization of the related electronic records or upon the destruction of the output of the system if the output is needed for protect legal rights, whichever is later. (N1-GRS-07-4 item 11a2).~~

~~Superseded by:~~

~~DAA-GRS-2013-0005-0003~~

~~DATE (MM/DD/YYYY):~~

~~01/09/2017~~

**INACTIVE - ALL ITEMS SUPERSEDED**