

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-065-04-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>1-13-2004</i>	
1. FROM (Agency or establishment) DEPARTMENT OF JUSTICE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION FEDERAL BUREAU OF INVESTIGATION			
3. MINOR SUBDIVISION RECORDS MANAGEMENT DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey	5. TELEPHONE NUMBER 202-324-1613	DATE <i>9-16-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>8</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>11/12/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Garvey</i>		TITLE Assistant Director (Acting)
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center">National Crime Information Center (NCIC) System</p> <p>The NCIC is a computerized index of documented criminal justice information. Established in 1967 as the National Crime Information Center (NCIC) and updated in July 1999, it is a nationwide system dedicated to serving and supporting local, state, and federal criminal justice agencies in their mission to uphold the law and protect the public. Information gleaned from NCIC can assist the criminal justice community in apprehending fugitives, locating missing persons, locating and returning stolen property, and protecting law enforcement personnel.</p> <p>The statutory authority for NCIC is included under Title 28, United States Code (USC), Section 534 and Title 28, Code of Federal Regulations (CFR), Sections 0.85, 22.31, and 20.36. Data in NCIC files are exchanged with and for the official use of criminal justice officials of local, state, and federal governments in the United States and its possessions and in Canada. NCIC data from selected files are accessed for official use by international law enforcement agencies.</p> <p><i>cc: Agency, NR DWME DWCT</i></p>		

REQUEST FOR RECORDS DISPOSITION- CONTINUATION	Job Number	Page 2 of 9
--	------------	--------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The Criminal Justice Information Services (CJIS) Division operates the NCIC system. CJIS furnishes a host-computer system and telecommunications lines to local, state, and federal criminal justice agencies. Those agencies, in turn, operate their own computer systems, which provide access to local criminal justice agencies and regional networks. Criminal justice data is entered into FBI host-computer files by criminal justice agencies, and other agencies are then able to rapidly access that information through the central computer system. Through this cooperative network, more than 94,000 law enforcement and criminal justice agencies have access to more than 8 million records.</p> <p>Data is stored in 19 files. Data input is voluntary for all files except the Convicted Sexual Offender Registry File and entry of missing juveniles into the Missing Persons File. To ensure the privacy and integrity of the data, NCIC employs a number of security conventions. The data passing through the network is encrypted to prevent unauthorized access. An Originating Agency Identifier is assigned to each agency authorized to access the system. Each individual accessing the system is identified by a unique user identification and password. To further ascertain and verify the accuracy and integrity of the data, periodic audits are conducted to ensure data quality and agency adherence to security provisions.</p> <p>General policy and operational decisions are based upon the recommendations of the CJIS Advisory Policy Board (APB). The APB is composed of top administrators from local, state, and federal criminal justice agencies throughout the United States. During regular meetings, the Board reviews system operations, recommends modifications, and suggests retention periods for the data files to the Director of the FBI.</p>		

REQUEST FOR RECORDS DISPOSITION- CONTINUATION	Job Number	Page 3 of 9
--	------------	--------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>A. Input: Data is entered into NCIC by the federal, state, local, and foreign criminal justice agencies responsible for a particular investigative jurisdiction. Records can only be updated or cleared by the contributing agency.</p> <p>B. Data Files:</p> <p>1. Article File: Records for items of property with unique serial numbers that do not meet entry criteria for any of the other NCIC property files. Records entered into the Article File include bicycles, camera equipment, tools, household appliances, musical instruments, personal accessories, radios, televisions and sound entertainment devices, sports equipment, viewing equipment, data processing equipment, furniture, livestock, toxic chemicals, gaming equipment, collectibles, and items of identification.</p> <p>Cutoff at the end of the year. DELETE when one year old.</p> <p>2. Boat File: Records for stolen boats and boat trailers.</p> <p>a. Records with a Boat Hull Number (BHN) or Owner-Applied Number (OAN): Cutoff at the end of the year. DELETE when four years old.</p> <p>b. Records without a BHN or OAN: DELETE after 90 days.</p> <p>3. Convicted Person on Supervised Release File: Records on persons who are under specific restrictions during their probation, parole, or supervised release sentence following imprisonment.</p> <p>DELETE when the terms of the probation or parole have expired.</p> <p>4. Convicted Sexual Offender Registry: Records for a person who has been convicted of a criminal offense against a minor, a person who has been convicted of a sexually violent offense, or a person who is a sexually violent predator.</p>	<p><i>Items B1 through B19 consolidated into one item</i></p> <p>Superseded by job / item number:</p> <p><i>N1-065-05-3 item B</i></p> <hr/> <p>Date (MM/DD/YYYY):</p> <p><i>08 / 02 / 2006</i></p>	

REQUEST FOR RECORDS DISPOSITION- CONTINUATION	Job Number	Page 4 of 9
--	------------	--------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Cutoff when the Ending Registration Date (ERD) is reached or when cleared or canceled by the originating agency. DELETE when 10 years old. Records with NONEXP in the ERD field are non-expiring and can have lifetime registration unless cleared or cancelled by the entering agency.</p> <p>5. Immigration Violator File: This file has three categories: a) Deported Felon Category, which contains records for criminal aliens who have been deported for drug or firearms trafficking and/or serious violent crimes; b) Absconder Category, which lists those who have overstayed their visa time limit, and c) National Security Entry-Exit Registration System (NSEERS) Category, which lists those individuals who have failed to comply with national security registration requirements.</p> <p>DELETE when cleared or canceled by the originating agency.</p> <p>6. Foreign Fugitive File: Canadian records and records entered by INTERPOL on fugitives who are wanted in other countries for crimes that would be considered felonies if committed in the United States and who are subjects of International Red or Blue Notices.</p> <p>DELETE when cleared or canceled by INTERPOL.</p> <p>7. Gun File: Records for stolen, lost, and recovered firearms.</p> <p>a. Recovered weapons: Cutoff at the end of the year. DELETE when two years old.</p> <p>b. Unrecovered weapons: DELETE when cleared or canceled by the originating agency.</p>		

REQUEST FOR RECORDS DISPOSITION- CONTINUATION	Job Number	Page 5 of 9
--	------------	--------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>8. License Plate File: Records for standard passenger automobile plates and special plates that have a theft report on file.</p> <p>a. Expiring License Plate Numbers: DELETE one year after plate's expiration date.</p> <p>b. Nonexpiring License Plate Numbers: Cutoff at the end of the year. DELETE when four years old.</p> <p>9. Missing Person File: Records for persons of any age who are missing and have proven physical/mental disability or are senile, missing under circumstances indicating that they may be in physical danger, missing under circumstances indicating that their disappearance may not have been voluntary, missing and declared unemancipated as defined by the laws of their state of residence and do not meet any of the above criteria, or missing after a catastrophe, or for persons over the age of 18 not meeting the criteria for entry in any other category who are missing and for whom there is a reasonable concern for their safety.</p> <p>DELETE when individual is located or when cleared or canceled by the originating agency</p> <p>10. Protection Order File: Records of individuals who are subject to an injunction or any other order that restrains them from committing violent or threatening acts or harassment against another person, including temporary and final orders issued by civil or criminal courts.</p> <p>a. Temporary protection orders: DELETE when cleared or canceled by the originating agency or when the order expires.</p> <p>b. Final protection orders: DELETE when cleared or canceled by the originating agency or when the order expires.</p>		

REQUEST FOR RECORDS DISPOSITION- CONTINUATION	Job Number	Page 6 of 9
--	------------	--------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>11. Securities File: Records for serially numbered stolen, embezzled, used for ransom, or counterfeited securities.</p> <p>a. Traveler's Checks and Money Orders: Cutoff at the end of the year. DELETE when two years old.</p> <p>b. All other Securities Records: Cutoff at the end of the year. DELETE when four years old.</p> <p>12. SENTRY File: Records for individuals incarcerated by the Bureau of Prisons. The Bureau of Prisons (BOP) is the only agency authorized to enter records. The SENTRY File is currently inactive with no records entered at this time.</p> <p>DELETE when cleared or canceled by the BOP.</p> <p>13. Unidentified Person File: Records for unidentified deceased persons, persons of any age who are living and unable to ascertain their identity (amnesia victims, small children, and those with Alzheimer's disease), unidentified catastrophe victims, and unidentified body parts.</p> <p>DELETE when cleared or canceled by the originating agency.</p> <p>14. U.S. Secret Service (USSS) Protective File: Records for individuals who may pose a threat to the President and/or others afforded protection by the USSS as authorized by Title 18, USC, Section 3056 and Public Law 90-331 as amended. U.S. Secret Service Headquarters is the only agency authorized to enter or cancel records in this file.</p> <p>DELETE when canceled by the USSS.</p>		

REQUEST FOR RECORDS DISPOSITION- CONTINUATION	Job Number	Page 7 of 9
--	------------	--------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>15. Vehicle/Boat Part File: Records for serially numbered stolen vehicle/boat parts.</p> <p>a. Stolen Vehicle/Boat Part Files with a serial number (SER) or OAN: Cutoff at the end of the year. DELETE when four years old.</p> <p>b. Stolen Vehicle/Boat Part Files without a SER or OAN: DELETE when 90 days old.</p> <p>16. Vehicle File: Records for stolen vehicles, including aircraft and trailers</p> <p>a. Unrecovered stolen vehicle records containing a VIN or OAN and Stolen Parts Records containing an OAN or serial number: Cutoff at the end of the year. DELETE when four years old.</p> <p>b. Unrecovered stolen vehicle records that do not contain a VIN or OAN: DELETE when 90 days old.</p> <p>c. Unrecovered vehicles wanted in conjunction with a felony: DELETE when 90 days old.</p> <p>d. Unrecovered stolen VIN plates, certificates of origin or title, and serially numbered stolen vehicle engines or transmissions: Cutoff at the end of the year. DELETE when four years old.</p> <p>17. Violent Gang and Terrorist Organization File: Records of violent gangs and their members and terrorist organizations and their members.</p> <p>DELETE when canceled by the originating agency or after five years for member records.</p>		

REQUEST FOR RECORDS DISPOSITION- CONTINUATION	Job Number	Page 8 of 9
--	------------	--------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>18. Wanted Person File: Records on individuals for whom a felony, serious misdemeanor, or federal warrant is outstanding, as well as parole and probation violators.</p> <p>a. Temporary felony want records: DELETE after 48 hours.</p> <p>b. All other records: DELETE when cleared or canceled by the originating agency.</p> <p>19. Image File: Contains images of a person, property, or other references. The types of images that can be stored for a person are fingerprint, mug shot, signature, and identifying images such as a scar or tattoo.</p> <p>DELETE with associated record.</p> <p>Housekeeping Data Files:</p> <p>1. Originating Agency Identifier (ORI) File: An ORI is a nine-character identifier assigned by NCIC to an agency in order to identify transactions on the NCIC system.</p> <p>Move to inactive status when an agency is no longer granted access to NCIC. Maintain until system is discontinued.</p> <p>2. Transaction Audit Log: Contains data on each transaction conducted in the NCIC system. Included in the log is such information as date and time of record updates, purges, and system inquiries, as well as the ORI number of the entity making the modifications.</p> <p>Maintain until system is discontinued.</p>	<p>Superseded by job / item number: N1-065-05-3 item B1</p> <hr/> <p>Date (MM/DD/YYYY): 08/02/2006</p> <hr/> <p>Superseded by job / item number: N1-065-05-3 item B2</p> <hr/> <p>Date (MM/DD/YYYY): 08/02/2006</p>	

REQUEST FOR RECORDS DISPOSITION- CONTINUATION	Job Number	Page 9 of 9
--	------------	--------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>C. Outputs: NCIC does not produce any outputs. NCIC only produces hit confirmations in response to a query.</p> <p>D. System Documentation:</p> <p>DESTROY/DELETE when superseded by an updated version. Maintain updated copy until system is discontinued.</p>	<p>Superseded by job / item number: N1-065-05-3 item D</p> <hr/> <p>Date (MM/DD/YYYY): 08/02/2006</p>	