



HOLDER OF THE RECORD AGREEMENT

This Holder of the Record Agreement between _____ and
NON-ENTERING AGENCY

_____ dated _____, 20___ shall be a supplement to a valid
ENTERING AGENCY

User Agreement pursuant to LEADS Administrative Rule 4501:2-10-03(C)(6). All parties agree to the following:

_____ shall be responsible for entering records into LEADS and / or NCIC. Any
ENTERING AGENCY

agency having investigative authority and jurisdiction and having an FBI CJIS - assigned ORI must enter records into NCIC 2000 which meet NCIC 2000 criteria as soon as reasonably possible after the minimum data for entry is available.

_____ shall be responsible for updating all _____
ENTERING AGENCY NON-ENTERING AGENCY

records maintained in LEADS / NCIC in accordance with this Agreement.

Every agency that enters records destined for NCIC 2000 must assure that hit confirmation is available for all records, except III records, 24 hours a day either at that agency or through a written agreement with another agency at its location.

_____ shall notify _____ immediately when any record
NON-ENTERING AGENCY ENTERING AGENCY

referred to in this Agreement is to be cleared, canceled or modified in accordance with LEADS / NCIC standards.

_____ shall provide complete supporting documentation to _____
NON-ENTERING AGENCY ENTERING AGENCY

prior to initial record entries being made by said agency.

_____ shall maintain warrants, reports, protection orders and other associated
ENTERING AGENCY

documents at its location to substantiate all entries made on behalf of _____
NON-ENTERING AGENCY

_____ shall provide regular validations of any record referred to in this Agreement to LEADS in accordance with LEADS / NCIC standards and requirements.

ENTERING AGENCY

_____ shall provide validation of any record referred to in this Agreement to _____ according to the validation schedule required by LEADS / NCIC standards and requirements.

NON-ENTERING AGENCY

ENTERING AGENCY

Any additions or attachments to this Agreement must be reviewed and accepted by LEADS.

Upon execution of this Agreement by all parties it becomes part of the aforementioned User Agreements.

By: **X** _____
SIGNATURE ENTERING AGENCY ADMINISTRATOR

By: **X** _____
SIGNATURE NON-ENTERING AGENCY ADMINISTRATOR

PRINTED ENTERING AGENCY ADMINISTRATOR

PRINTED NON-ENTERING AGENCY ADMINISTRATOR

Title: _____

Title: _____

Agency: _____
ENTERING AGENCY

Agency: _____
NON-ENTERING AGENCY

ORI: _____

ORI: _____

Date: _____

Date: _____