Article File

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1 INTRODUCTION

1.1 GENERAL INFORMATION

The Article File is supplemented by Article Data Codes found in the Article Name Dictionary contained in the *NCIC Code Manual.*

1.2 CRITERIA FOR ENTRY

- Records for stolen articles can be entered into the Article File if a theft report has been made and the following circumstances are met:
    - A record for any item in the theft report which is valued at $500 or more and has a unique manufacturer-assigned serial number and/or an owner-applied number may be entered. Office equipment, television sets, and bicycles may be entered regardless of value.
    - If the aggregate value of property taken in one theft exceeds $5,000, a record for any item in the theft report, regardless of value, having a unique manufacturer-assigned serial number and/or an owner-applied number may be entered.
    - A record for any item in the theft report, regardless of value, having a unique manufacturer-assigned serial number and/or an owner-applied number may be entered if:
        - The circumstances of the theft indicate that there is a probability of interstate movement. Or
        - The seriousness of the crime dictates that an entry should be made for investigative purposes.
- Stolen or lost credit cards, bank drafts, Automated Teller Machine (ATM) cards, and checks, including cashier, certified, company, government (federal, state, and local), bank officer, personal, and U.S. Treasury, are **not to be entered** in the NCIC Article File or any other NCIC file.

  For information about the status of three major credit cards, law enforcement personnel can call the following telephone numbers:

American Express	(800) 528-4800
Visa	(800) 367-8472
Mastercard	(800) 231-1750

- Agencies must have documentation (electronic or hard copy) on file to support an article entry. Only the agency holding the theft report and having primary jurisdiction over the place of actual theft can make an NCIC entry. An exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency which has no telecommunications equipment. When such an entry is made, the agency holding the record should place its own Originating Agency Identifier (ORI) in the ORI Field only when there is written agreement between the two agencies which delineates the legal responsibility for the record. Additional information concerning these responsibilities can be found in the Introduction chapter of this manual.
- The U.S. Customs Service (USCS) can make entries for property stolen abroad that has a high likelihood of being transported into the United States. Once making the entry, the USCS will be holder of the record and will be responsible for maintaining, canceling, and confirming it.

- A record for a lost Public Safety, Homeland Security, or Critical Infrastructure item of identification (category Q) or equipment (category Z) may be entered in the NCIC System if the entering agency has supporting documentation.

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EA	STOLEN ARTICLE
	ELA*	LOST ARTICLE
	EAA	STOLEN ARTICLES
	ELAA*	LOST ARTICLES
	EA-P	STOLEN ARTICLE - HOLD FOR LATENTS
Modify	MA	
	MLA*	
	MAA	
	MLAA*	
Cancel	XA	CANCELED STOLEN ARTICLE
	XLA*	CANCELED LOST ARTICLE
	XAA	CANCELED STOLEN ARTICLES
	XLAA*	CANCELED LOST ARTICLES
Inquiry	QA	
	ZA	
	QAB	
	QW	
	QWA	
	QWE	
	QWF	
	QWS	
	QWB	
	QWI	
	ZW	
Locate	LA	LOCATED STOLEN ARTICLE
		LOCATED STOLEN ARTICLE - HOLD FOR LATENTS
	LLA*	LOCATED LOST ARTICLE
	LAA	LOCATED STOLEN ARTICLES
	LLAA*	LOCATED LOST ARTICLES
Clear	CA	CLEARED STOLEN ARTICLE
	CLA*	CLEARED LOST ARTICLE
	CAA	CLEARED STOLEN ARTICLES
	CLAA*	CLEARED LOST ARTICLES

*Only valid for category Q and Z records.

If the article entered in a single stolen article record should be held for latent fingerprint examination, the caution indicator -P should be entered as part of the MKE. For example, EA-P translates to STOLEN ARTICLE - HOLD FOR LATENTS.

1.4 RECORD RETENTION PERIOD

- An article record containing a Type (TYP) Field code beginning with "Q", "T", or "Z" will be retained in the NCIC Article File until it is cleared or canceled by the originating agency. All other article records are retained for the balance of the year entered plus an additional year. Following expiration of this retention period, the record is automatically retired.

1.5 AUTOMATIC RETIREMENT

Ten days after the article(s) in a record is reported located, it is retired. The ORI of record will be notified that the record has been located by a $.L. administrative message. Additional information concerning the $.P. administrative message, can be found in the Introduction chapter of this manual.

1.6 VALIDATION

Article File records containing a TYP Field code beginning with "Q", "T", or "Z" must be validated. There is no validation requirement for other Article File records. For validation policy and procedures, refer to the Validation section in the Introduction chapter of this manual.

The VLN Field will be returned when the requester of the record is the entering agency, the CJIS Systems Agency (CSA) of the entering agency, the FBI, and in the $.C. Request for Validation Notification and fixed format validation files. For all other responses, the Name of Validator (VLN) Field will be suppressed.

1.7 MESSAGE FIELD CODES (MFCs) AND EDITS

Code	Field	Edits
BRA	Brand Name	Hyphens are permitted. Cannot be all X, Y, Z, L, UNK, UNKN, UNKNOWN, or NONE. NO BRA must be entered when brand name is unknown or unavailable. If first character of TYP is T or Z, BRA must contain name of the chemicals manufacturer.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
HMC	Hazardous Material Container	Free text. Must be blank unless the MKE indicates a Stolen Article and the first character of the TYP is "T" or "Z", or the MKE indicates a Lost Article and the first character of the TYP is "Z".
IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image file) followed by nine numeric characters automatically assigned by the NCIC System to each accepted record. Must have valid check digits when used to identify a record in a subsequent message.
IMT	Image Type	Must be an "I" when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System).
LKI	Linkage Agency Identifier	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.

Code	Field	Edits
LOT	Lot Number	Free text. Must be blank unless the MKE indicates a Stolen Article and the first character of the TYP is "T" or "Z", or the MKE indicates a Lost Article and the first character of the TYP is "Z".
MIS	Miscellaneous	Free text. If BRA is unavailable and has the value 'NO BRA', the MIS should contain a complete description of the stolen article record.
MKE	Message Key	Must be a valid message key.
MOD	Model	Must be only alphabetic or numeric characters with intervening blanks.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (A in the Article File) followed by nine numeric characters automatically assigned by the NCIC System to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.
NOA	Notify Originating Agency	Must be Y or N. Field will default to N if left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen article. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
NPF	Number of Missing Persons	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in the NCIC System. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
OAN	Owner-applied Number	Single zero only, run of zeros only, single alphabetic only, or a run of repeated alphabetics cannot be used. Cannot be identical to SER. Must be optional when SER is used as mandatory. Cannot be used in an entry or modification of a consecutively serialized group of article records. Embedded spaces are prohibited.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OPT	Opt Type	Must be either IN, OUT, or a valid Gregorian date (YYYYMMDD) greater than current date. Embedded spaces are prohibited. The default value is 'OUT'.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.
PLI	Partial Lot Indicator	Must be C, P, or blank.
RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen
RPP	Reason for Property Record Removal	Must be a valid NCIC-assigned code as listed in the Other Transactions Codes, *NCIC Code Manual*.
RRI	Recovering Agency Identifier	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.
RSH	Related Search Hit	Must be Y or N.

Code	Field	Edits
SER	Serial Number	Single zero only, run of zeros only, single alphabetic only, or a run of repeated alphabetics cannot be used. Cannot be identical to OAN. Sequential entries must have a single hyphen separating the serial numbers. Embedded spaces are prohibited.
TYP	Type	Consists of one alphabetic character which is used to categorize the item of property and four to six alphabetic characters (the article name code) that describe the item. If the first character is other than Y, then the code used must be one listed in the Article Name Dictionary found in the Article Data Codes, *NCIC Code Manual*. If first character of TYP is T or Z, BRA must contain name of the chemicals manufacturer. Spaces are not allowed.
UNN	United Nations Number	Can be entered only if the first character of TYP is T or Z. Must be numeric code as maintained in the Nlets Hazardous Material File.
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen article identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen article identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating stolen article which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.

1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

- If data in the SER and/or OAN and the TYP, BRA, ORI, and OCA Fields of a stolen or lost article message are the same as those field codes of a record already on file in the NCIC System, the second entry will be rejected with message REJECT - ON FILE as foundin the Introduction chapter of this manual. Whenever the message REJECT - ON FILE is sent, the record on file will also be transmitted.

- A duplicate record will be accepted if the ORI or the OCA in the second entry is different. If accepted, the first entry (record on file) will be furnished.

- When there are three or more article records on file with matching data in the SER, TYP, and BRA, the FBI's CJIS Division staff cancels the nonunique serial number records and enters an ATTENTION message containing the same SER, TYP, and BRA. Any subsequent entry with the same SER, TYP, and BRA will be rejected with the message REJECT - SERIAL NUMBER IS NOT UNIQUE, as found in the Introduction chapter of this manual.

```
** ATTENTION **
IF SER/XXXXXXX-20-XXXXXXXXX IS FOR TYP/XX-7-XX, AND BRA/XX-6-X, IT IS NOT UNIQUE
ACCORDING TO NCIC QUALITY CONTROL. ASCERTAIN CORRECT SERIAL NUMBER.

1N01HEADER.EA.MD1012600.CPROJEC.XXXXXXX-20-XXXXXXXX.B HOWE.32S.MD
```

The REJECT - SERIAL NUMBER IS NOT UNIQUE message will be furnished to any modify transaction resulting in duplicate SER, TYP, and BRA.

1.9 IMAGE CAPABILITY

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in the NCIC System.

1.10 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in the NCIC System.

2 ENTRY

2.1 EXAMPLE OF A SINGLE ARTICLE ENTRY

```
1N01HEADER.EA.MD1012600.CPROJEC.123456789.B HOWE.32S.
MD6810122.19990922.OCA123456...SLIDE PROJECTOR.Y
```

Acknowledgment:

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1L01HEADER
MD1012600
NIC/A000039206 SER/123456789
OCA/OCA123456
```

2.2 MESSAGE FIELD CODES FOR SINGLE ARTICLE ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
TYPE	MANDATORY	TYP	4-7	ALPHABETIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
BRAND NAME	MANDATORY	BRA	2-6	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MODEL	OPTIONAL	MOD	1-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL	LKI	9-9	ALPHABETIC, NUMERIC

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
LINKAGE CASE NUMBER	OPTIONAL	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
LOT NUMBER	OPTIONAL	LOT	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
HAZARDOUS MATERIALS CONTAINER	OPTIONAL	HMC	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PARTIAL LOT INDICATOR	OPTIONAL	PLI	1-1	ALPHABETIC
UNITED NATIONS NUMBER	OPTIONAL	UNN	4-4	NUMERIC
OPT TYPE	MANDATORY	OPT	2-3 8-8	ALPHABETIC NUMERIC (DEFAULT=OUT)

2.3 MANDATORY FIELDS FOR SINGLE ARTICLE ENTRY

- The following fields are mandatory for acceptance of a single stolen article entry in the NCIC System: HDR, MKE, ORI, TYP, BRA, DOT, OCA, OPT, and either a unique manufacturer-assigned SER or an OAN.

  The same fields are mandatory for a lost article record to be accepted. The date of loss should be used in the DOT Field.

- An entry can include both the SER and OAN Fields; however, these two numbers cannot be the same.

- The entry will be rejected if one of the mandatory fields is left blank or the transaction is not completed.

2.4 ADDITIONAL GUIDELINES FOR SINGLE ARTICLE ENTRY

- The originating agency must account for all fields in the article record. All available data called for by the record format must be entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MA or MLA).

- A separate entry is to be made for each item taken in a multiple theft, such as a television and stereo stolen from one apartment. The MIS Field should be used to cross-reference the related entries; for example, the MIS Field of the television entry might read SEE NIC/A000012696, and the MIS Field of the stereo entry might read SEE NIC/A000012698. The same LKI/LKA should be entered for each stolen article record entered related to the same crime.

- For training and administrative purposes, agencies may enter test records into the NCIC System by using the header TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.

2.5 MESSAGE FIELD CODE EDITS FOR SINGLE ARTICLE ENTRY

2.5.1 DESCRIPTORS

Entry instructions and valid codes for BRA and TYP can be found in Article Data Codes, *NCIC Code Manual*.

2.5.2 TYPE (TYP)

- The code used in the TYP Field must be at least four characters with no punctuation or spaces between characters.

  The TYP Field is divided into two parts:

  - Category Code

    - A unique alphabetic character assigned to each of the major classifications of articles listed in Article Data Codes, *NCIC Code Manual*.

    - Category code of T is available for the entry of stolen toxic, hazardous article records. Category code Z is used for the entry of stolen or lost Public Safety, Homeland Security, or Critical Infrastructure equipment or toxic or hazardous article records.

    - To obtain additional information on Toxic and Hazardous Chemicals, agencies should contact the Chemical Transportation Emergency Center (CHEMTREC) or the U.S. Department of Transportation (DOT).

    - CHEMTREC was established by the chemical industry as a public service hotline for firefighters, law enforcement, and other emergency responders to obtain information and assistance in emergency incidents involving chemicals and hazardous materials. The CHEMTREC Emergency Call Center (800) 262-8200 can provide information and technical assistance for emergencies involving their products. CHEMTREC maintains an extensive library of information on hazardous material, including an electronic database of Material Safety Data Sheets. The CHEMTREC Web site (www.chemtrec.com) contains links to the DOT Emergency Guide (ERG) and the CHEMTREC Guidebook for First Responders.

    - The DOT ERG was developed jointly by the U.S. DOT, Transport Canada, and the Secretariat of Communications and Transportation Mexico for use by firefighters, police, and other emergency services personnel who may be the first to arrive at the scene of a transportation incident involving a hazardous material. It is primarily a guide to aid first responders (1) to quickly identify the specific or generic classification of the material(s) involved in the incident and (2) to protect themselves and the general public during this initial response phase of the incident.

    - Nlets maintains this information in its Hazardous Material File. The Nlets Hazardous Materials File may be inquired using an Nlets (MQ) query. The Nlets Hazardous Material File provides information on potential hazards, health effects, public safety, protective clothing, evacuation procedures, emergency response procedures, spills and leak procedures, and first aid.

  - Article Name Code

    - The Article Name Dictionary, included in the Article Data Codes, *NCIC Code Manual*, should be used for Article File entries and inquiries.

- The article name code follows immediately after the Category Code best classifying the article with no space between the Category Code and the Article Name Code.

- If an article is not published in the Article Name Dictionary, it must be entered with Category Code Y and the following procedures apply:

  - The complete name of the article must be used if possible. If the article name is one word of more than six letters, the **first six letters** in the article name must be used.

  - An article name which is **two words** must be treated as one word.

  - If an article name is **three words**, the initials of the first two words and the first four letters of the last word must be used.

  - The entry will be rejected if the TYP begins with an alphabetic character other than Y and is not a code listed in the Article Name Dictionary.

- When entering a stolen toxic chemical, the category code T or Z must be followed by one of the following codes in the article TYP Field:

Code	For the Entry of:
EXPLOS	Explosives
FLALIQ	Flammable Liquids
FLASOL	Flammable Solids
CORROS	Corrosive
GGASES	Gas
POISON	Poisonous Substances
EPAHAZ	Environmental Protection Agency Hazardous Wastes
BIOLOG	Biological
TORM	Other Regulated Materials (Miscellaneous Dangerous Substances)

- Entry of these codes will cause the issuance of the appropriate warning caveat, HAZARDOUS MATERIAL (ARTICLE FILE) MESSAGE as defined in the Introduction chapter of this manual, in the hit response. An additional contact caveat, FOR MORE INFORMATION CONTACT NLETS HAZMAT, CHEMTREC, OR THE DOT, appears at the end of each Article File record when these codes are used.

2.5.3 SERIAL NUMBER (SER)

- A serial number must be entered omitting spaces, hyphens, and symbols. If the serial number exceeds 20 characters, the rightmost 20 characters should be entered in the SER Field, and the complete serial number should be entered in the MIS Field.

- Alphabetic characters which are part of the serial number should be included. The true (manufacturer) serial number of the article, not a component or part number must be entered.

- If the number applied by the manufacturer of an article is not unique, but rather a model number, stock control number, etc., the article should not be entered.

- An owner-applied identification number which has been assigned in connection with a theft prevention program must not be entered as a serial number but should be entered in the OAN Field.

2.5.4 BRAND NAME (BRA)

- The BRA Field must contain a minimum of two alphanumeric characters and cannot contain more than six alphanumeric characters. A hyphen is the only special character allowed in this field. The words AND, COMPANY, CORPORATION, INCORPORATED, LIMITED, and the ampersand are not considered part of the actual brand name.

- BRA Field codes are listed in Article Data Codes, *NCIC Code Manual*.

- If the brand name is not listed in the Article Data Codes, *NCIC Code Manual*, the following instructions apply:

  If the brand name consists of:

  - A single word, the first six letters of the name must be used.

  - Two words, the first letter of the first word, followed by a space, and then the first four letters of the second word should be entered.

  - Three words, the first letter of the first word must be used, followed by a space, then the first letter of the second word followed by a space, and then the first two letters of the last word.

  - An initial and one word, the initial, followed by a space, and the first four letters of the word must be used.

  - Two initials and one word, the first initial, followed by a space, then the second initial followed by a space, and then the brand name must be used.

  - Initials, the initials are to be entered omitting spaces and periods.

- The BRA Field in an entry for stolen livestock must contain the breed of the animal. The above coding instructions apply.

- The BRA Field in an entry for a state auto inspection sticker or a license plate renewal tab should contain the appropriate two-character code for the state issuing the sticker or tab.

- When stolen property does not have a brand name or if the brand name is unknown, the code NO BRA must be entered in the BRA Field. A complete description of the stolen article should be placed in the MIS Field when this code is used.

- If the stolen or lost property is issued by a government or military agency, the BRA Field should identify that agency, e.g., U.S. Army, FBI, etc. This applies to items such as badges or credentials.

- If the entry is for a toxic, hazardous chemical, then the BRA Field must contain the name of the chemical's manufacturer.

2.5.5 MODEL (MOD)

- The MOD Field in an entry for stolen livestock should contain the sex and age indicated by words such as bull, calf, steer, boar, sow, hog, mare, gelding, or stallion, etc.

- The MOD Field in an entry for stolen state auto inspection sticker or a license plate renewal tab should contain the month and last two digits of the year of expiration; for example, SEPT 99.

- If the entry is for a toxic, hazardous chemical, the MOD Field should convey the chemical's physical properties by words such as LIQUID, GAS, POWDER, CRYSTAL, SOLID, etc.

- The model number or model name should be entered in the MOD Field, which has a maximum of nine characters.

  The following guidelines apply:

2.5.5.1 Model Number

Exceeds nine characters, only the last nine characters must be used, with the complete model number shown in the MIS Field. For example, model number 12345678987 would be entered in the MOD Field as 345678987. The complete model number (12345678987) should be entered in the MIS Field.

2.5.5.2 Model Name

- In a single word, only the first nine letters should be used.

- Consists of two words, the first letter of the first word, followed by a space, and the first seven letters of the second word should be entered.

- Consists of three words, the first letter of the first word, space, the first letter of the second word, space, and the first five letters of the third word should be entered.

- Consists of an initial and one word, the first initial, space, and the first seven letters of the word should be entered.

- Consists of two initials and one word, the first initial, space, second initial, space, and the first five letters of the word should be entered.

- Model names consisting of initials only should be entered omitting spaces and periods.

- Exceeds nine characters, only the first nine characters must be used, with the complete model name shown in the MIS Field.

If none of the preceding instructions apply because there is no model name or number, the composition, design, size, style, type, or use should be entered.

For example:

lady's wristwatch	MOD/L WRIST
19-inch TV	MOD/19 INCH
paper shredder	TYP/ESHREDD with MOD/PAPER
carpet shredder	TYP/ESHREDD with MOD/CARPET

2.5.6 OWNER-APPLIED NUMBER (OAN)

- An OAN which has been assigned in connection with a theft prevention program may be entered in the OAN Field.

- An OAN must be entered omitting spaces, hyphens, and symbols.

- Alphabetic characters which are part of the OAN should be included in the field.

2.5.7 MISCELLANEOUS (MIS)

The MIS Field consists of a maximum of 200 characters which should be used in the following instances:

- To further describe the stolen or lost article.
- To describe the location of the serial number and/or owner-applied number on an item of property. This information should be entered in easily readable, abbreviated language.

  For example:

  OAN ENGRAVED ON BACK RADIO
  OAN IS OP ID NO
  SER TAG ON LEFT EAR

- To provide a complete description of the stolen article when the code NO BRA is used in the BRA Field.
- If the serial number exceeds 20 characters in which case the rightmost 20 characters should be entered in the SER Field, and the complete serial number should be entered in the MIS Field.
- To contain the complete model number if it contains more than nine characters and the last nine have been entered in the MOD Field.
- To contain the complete model name if it contains more than nine characters and the first nine have been entered in the MOD Field.

2.5.8 ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

2.5.9 LINKAGE DATA (LKI and LKA)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

2.5.10 NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the article is known, Y should be entered into the NOA Field. If the NOA is blank, the field will default to N. The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications ($. messages) to the ORI of record.

2.5.11 HAZARDOUS MATERIAL CONTAINER (HMC)

The HMC is used to describe the container in which the hazardous material is stored.

2.5.12 LOT NUMBER (LOT)

This field is to be used to help identify a stolen chemical.

2.5.13 PARTIAL LOT INDICATOR (PLI)

If the entry is for a toxic, hazardous chemical, the PLI should indicate partial (P) or a complete (C) shipment.

2.5.14 UNITED NATIONS NUMBER (UNN)

If the entry is for a toxic, hazardous chemical, the UNN is used as a reference number to request additional information on a specific chemical via Nlets Hazardous Material File. The UNN is a unique four-digit number preceded most often by UN and sometimes by NA and ID. The purpose of the UNN is universal emergency response identification.

2.5.15 OPT TYPE (OPT)

The OPT Field is used to indicate whether a record should be made available for public dissemination. Entering an IN will indicate that the record should be made available for public dissemination. Entering an OUT will indicate that the record should not be made available for public dissemination. If an agency enters a date in the OPT Field, the record will not be made available for public dissemination until that date. All record entries that do not contain an OPT value will automatically be defaulted to OUT.

3 MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a stolen or lost article record. If an article record has been located (MKE/LOCATED STOLEN ARTICLE or LOCATED STOLEN ARTICLE) or retired, it cannot be modified and, therefore, must be reentered.

For online validation, a modification message is also used to validate a record.

3.2 EXAMPLE OF A SINGLE ARTICLE MODIFICATION MESSAGE

The modification example contains header (1N01HEADER), message key (MA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000039206 and OCA/12345678), the fields being modified, and the data being changed (BRA/E KODA, NOA/Y).

```
1N01HEADER.MA.MD1012600.NIC/A000039206.OCA/12345678.BRA/E KODA.NOA/Y
```

Acknowledgment:

```
1L01HEADER
MD1012600
MODIFY NIC/A000039206
```

3.3 MESSAGE FIELD CODES FOR SINGLE ARTICLE MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
IMAGE NIC NUMBER	OPTIONAL	IMN	10-10	ALPHABETIC, NUMERIC
IMAGE TYPE	OPTIONAL	IMT	1-1	ALPHABETIC
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by NIC and OCA, in that order; NIC and SER, in that order; or NIC and OAN, in that order, followed by the fields to be modified. All fields, other than HDR, MKE, and ORI, must be preceded by the proper MFC and a slash (/).

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

3.5.1 IMAGE DATA (IMN/IMT)

The Image NCIC Number (IMN) and Image Type (IMT) Fields may be deleted as a pair only. The IMN/IMT may not be modified to another set of values. The only way to link an article to a new image is to delete the existing linkage through the modify transaction and then enter a new image including the NIC of the article record to which the image needs to be associated. Additional information can be found in the Image File chapter of this manual.

3.5.2 NAME OF VALIDATOR (VLN)

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a record to indicate that the record has been validated. When data are entered into the VLN Field, the NCIC System enters the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record.

For example:

The modification example to validate a record contains: header (1N01HEADER), message key (MA), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/A000069216), and name of validator (VLN/JONES, DAVID E).

```
1N01HEADER.MA.MD1012600.NAM/SMITH, JOHN J.NIC/A000069216.VLN/JONES, DAVID E
```

4 CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid, for example, a record that is the result of a theft report which subsequently proves to be fictitious or false. If the record contains an image, cancellation of the record results in the cancellation of the image associated with the article as well.

4.2 EXAMPLE OF A SINGLE ARTICLE CANCELLATION MESSAGE

The cancellation example contains: header (1N01HEADER), message key (XA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000039206 and OCA/12345678), date of cancellation (19990923), and reason for property record removal (CASE DROPPED).

```
1N01HEADER.XA.MD1012600.NIC/A000039206.OCA/12345678.19990923.
CASE DROPPED.
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL NIC/A000039206
```

4.3 MESSAGE FIELD CODES FOR SINGLE ARTICLE CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	8-21	CODE AS DEFINED IN NCIC CODE MANUAL

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The record to be canceled must be identified by NIC and OCA, in that order; NIC and SER, in that order; or NIC and OAN, in that order, with each identifier preceded by the proper MFC and a slash (/). Date of Cancellation (DOC) must follow the two record identifiers. DOC must be the current date or the current date minus one.

4.5 ADDITIONAL GUIDELINES FOR CANCELLATION

When canceling a record in the NCIC System, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancel transaction, the RPP value will be either CASE DROPPED, NOT LOST, ADMIN CLOSING, or NOT STOLEN.

5 INQUIRY OF A SINGLE ARTICLE RECORD

5.1 EXAMPLE OF A SINGLE ARTICLE INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

An inquiry on an article gives access to single as well as group records in the Article File.

```
1N01HEADER.QA.WA1230000.TYP/CPROJEC.SER/123456789,MD6810122.IND/Y
```

Negative Response：

```
1L01HEADER
WA1230000

NO RECORD SER-OAN/123456789 OR MD6810122 TYP/CPR0JEC
```

Positive Response:

```
1L01HEADER
WA1230000

MKE/STOLEN ARTICLE
ORI/MD1012600 TYP/CPROJEC SER/123456789 BRA/E KODA
MOD/32S OAN/MD6810122 DOT/19990422
OCA/A222
MIS/SLIDE PROJECTOR
OPT/IN AS OF 20120806
NIC/A000039206 DTE/19990424 0000 EDT DLU/20120806 0115 EST
ORI IS ANY CITY PD MD 301 555-1212
IMMED CONFIRM RECORD WITH ORI
```

Example of an Inquiry on a Stolen Chemical:

```
1N01HEADER.QA.WA1230000.TYP/TCORROS.SER/123456789
```

Positive Response:

```
1L01HEADER
WA1230000

WARNING HAZARDOUS MATERIAL
MKE/STOLEN ARTICLE
ORI/MD1012600 TYP/TCORROS SER/123456789 BRA/US IM
MOD/LIQUID DOT/19990922
OCA/A2222
MIS/NAPHTHA DISTILLATE
LOT/L0P83H005001 HMC/PLASTIC DRUM
PLI/P UNN/1268
OPT/IN AS OF 20120806
NIC/A000039206 DTE/19990924 1230 EDT DLU/20120806 0151 EST
ORI IS ANY CITY PD MD 301 555 1212
IMMED CONFIRM RECORD WITH ORI

DANGER - CORROSIVE SUBSTANCE - AVOID SKIN CONTACT - CAN BURN OR DISFIGURE
```

```
WARNING - LOT NUMBERS ARE NONUNIQUE - CARE NECESSARY TO
VERIFY SUBJECT CHEMICAL IS STOLEN/LOST - IMMEDIATELY CONTACT ORI
FOR MORE INFORMATION CONTACT NLETS HAZMAT, CHEMTREC OR THE DOT
```

5.2 MESSAGE FIELD CODES FOR SINGLE ARTICLE INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
TYPE	CONDITIONAL	TYP	4-7	ALPHABETIC
SERIAL NUMBER	CONDITIONAL	SER	1-41	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC

5.3 REQUIREMENTS FOR SINGLE ARTICLE INQUIRY

- An inquiry of the Article File can be made using NIC only, or TYP and SER. Each identifier must be preceded by its MFC and a slash (/). The SER can contain the SER or OAN information. Any inquiry of this type will search the SER and OAN of all Article File records.

- When making an inquiry using one number, the number must be preceded by SER/ even if the inquiry is based upon an OAN.

- Up to two numbers may be included after SER/ (e.g., SER and OAN). Each number must be separated by a comma with no space. The number(s) inquired upon will be searched as both a SER and an OAN.

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

- An inquiry cannot contain a BRA.

- An inquiry containing TYP/RTELEVI and SER/1234 could retrieve a record which contains TYP/RRADIO and OAN/1234, TYP/RRADIO and SER/1234, or TYP/YOTHER and SER/1234. When an inquiry is made with Type Field category codes of I or Q, both categories will be searched. When an inquiry is made with Type Field category code Y or Z, any record on file with an identical SER or OAN will be returned regardless of the Type Field category code in the record.

- The response to an inquiry on two numbers may contain a record identifiable with one of the numbers and NO RECORD identifiable with the other number.

- If the positive response (hit) includes information in the MIS Field indicating other items were stolen or lost along with the article inquired upon, the file containing the items should be queried using the identifier(s) cross-referenced to ascertain if the associated item(s) is still stolen or lost.

- Each Article File inquiry generates a search of all SER Fields and OAN Fields of records on file with a matching TYP Field category code or TYP Field category code Y and Z. (TYP Field category codes I and Q are cross-searched.) However, the REJECT - SERIAL NUMBER IS NOT UNIQUE caveat message only applies to the number stored in the SER Field.

- A person inquiry containing MNU, SOC, or OLN will cross search the SER Field of TYP I and Q Article File records. Matches will be returned as primary hits.

5.4.1 IMAGE INDICATOR (IND)

Inquiries may also contain an Image Indicator (IND). If the image indicator is Y, image data related to each primary hit response will be returned. The following would be returned after the immediate confirm caveat:

The Image Response (IMR) is composed of the following data: the Image Type (I for identifying image) and standard article MFCs (SER, TYP and OAN). The NIC of the base record is next, followed by the Image NCIC Number (IMN). Following the IMN is the IMAGE MIS Field, then image size in bytes (00256), and, last, <image> would be replaced with the actual image.

```
IMR/ISER:123456789
TYP/CPROJEC OAN/MD6810122
NIC:A000039206 IMN:I123456789
MIS: LEFT SIDE PHOTO

00256
<image>.
```

5.4.2 RELATED SEARCH HIT (RSH)

Inquiries may also contain a RSH Field. If the RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when:

1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other, or
2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.

If RSH is not entered, the field will default to N.

For example:

```
1N01HEADER.DCFBIWA11.TYP/HDRYER.SER/T3236VE51.RSH/Y
```

- The following would be returned after the primary hit response based on the ORI/OCA of the two records being the same:

```
***RELATED RECORDS***

MKE/WANTED PERSON
EXL/1 - FULL EXTRADITION
ORI/DCFBIWA11 NAM/LINKAGE,G00FY SEX/M RAC/W
DOB/19960512 HGT/605 WGT/135 EYE/BR0 HAI/BR0
OFF/BURGL TOOLS - POSSESS
DOW/20190821 OCA/TESTLINK
NOA/N
MIS/TEST
DNA/N
ORI IS FBI CJIS DIVISION 304 625-2000
NIC/W160005480 DTE/20190821 1448 EDT DLU/20190821 1448 EDT
```

- The following would be returned after the primary hit response if the primary hit response has an LKI/DCFBIWA11 and LKA/TESTLINK that matches another record's ORI/OCA:

```
***RELATED RECORDS***

MKE/WANTED PERSON
EXL/1 - FULL EXTRADITION
ORI/VAUSM0000 NAM/D0E,J0HN SEX/M RAC/W
DOB/19870714 HGT/605 WGT/135 EYE/BR0 HAI/BR0
OFF/AGGRAV ASSLT - FAMILY-STGARM
DOW/20190821 OCA/LINKTEST
LKI/DCFBIWA11 LKA/TESTLINK
NOA/N
MIS/TEST
DNA/N
ORI IS US MARSHALS SERVICE HEADQUARTERS ARLINGTON 202 307-9100
NIC/W440007702 DTE/20190821 1508 EDT DLU/20190821 1508 EDT
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
```

If the hit response contains more than ten secondary hit responses, the following will be included in the hit response after the ten secondary hit responses.

```
TO OBTAIN ADDITIONAL SECONDARY HITS, INQUIRE ON FBI, SOC,
OR VIN FROM PRIMARY HITS. TO OBTAIN ADDITIONAL RELATED
RECORDS, USE THE ONE CRIME INQUIRY (QI) TRANSACTION.
```

5.5 BATCH INQUIRY (QAB)

- The batch inquiry allows users to create a file of individual QA/ZA inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response, SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number.

- The sequence numbers do not have to be sequential but they should be unique. The HDR, ORI, MKE, and SEQ are entered without the MFC. The identifiers available in the QA/ZA inquiry are available for use in the QAB message, including the IND and the RSH indicators, and are preceded by the proper MFC and a slash (/).

- There is a limit of 1,800 characters for a batch inquiry including the header and all control characters.

```
1N01HEADER.QAB.DC1014300.001.TYP/CPROJEC.SER/123456789,
MD6810122.&002.TYP/RRADIO.SER/21344,VA7779238.&005.TYP/CPROJEC.
SER/MD6810122.&010.NIC/A123456789
```

Acknowledgment:

```
1L01HEADER
DC1014300
BATCH INQUIRY RECEIVED
```

- The results of the batch inquiry are transmitted via a file to be retrieved by the user. The maximum number of batched inquiry hit responses is 2,000. If the maximum number is exceeded, the Introduction chapter of this manual provides the necessary message translation. The user is notified of the file by the $.B. administrative message. The following is an example of the file:

```
1L01HEADER
DC1014300

SEQUENCE NUMBER: 001.TPY/CPR0JEC.SEC/123456789,MD6810122
NO RECORD SER-OAN/123456789 OR MD6810122 TYP/CPR0JEC

SEQUENCE NUMBER: 002.TYP/RRADI0.SER/21344,VA7779238
MKE/STOLEN ARTICLE
ORI/WV1014300 TYP/RRADIO SER/21344 BRA/PANASO
MOD/27TRC OAN/VA7779238 DOT/19981010
OCA/123456789
OPT/IN AS OF 20120806
NIC/A287654123 DTE/19981011 0000 EDT DLU/20120806 0848 EST
ORI IS ANY CITY PD WV 304 555-1212
IMMED CONFIRM RECORD WITH ORI

SEQUENCE NUMBER: 005.TYP/CPR0JEC.SER/MD6810122
NO RECORD TYP/CPROJEC SER-OAN/MD6810122

SEQUENCE NUMBER: 010.NIC/A123456789
NO RECORD NIC/A123456789
```

5.6 PROCEDURES FOR HANDLING A HIT

- An NCIC hit is not probable cause to arrest. A hit confirmed with the originating agency may be adequate grounds to seize an article.

- When an agency receives a record(s) in response to an NCIC inquiry and the whereabouts of the article inquired upon is known and the article inquired upon appears to be identical with the article described in record, the hit must be confirmed with the ORI of each record.

- "To confirm the hit" means to verify that the theft report is still outstanding; to verify that the article inquired upon is identical to the article described in the record; and to obtain information concerning return of the article to the rightful owner.

- When an agency receives a record(s) in response to an NCIC inquiry and the whereabouts of the article inquired upon is not known, the hit(s) should not be confirmed.

- This system is based upon two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.

- When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

- To obtain additional information on Toxic and Hazardous Chemicals, contact the Chemical Transportation Emergency Center (CHEMTREC) or the U.S. Department of Transportation (DOT). Nlets maintains this information in its Hazardous Material File. The Nlets Hazardous Materials File may be inquired using an Nlets (MQ) query.

6 LOCATE

6.1 WHEN TO USE A LOCATE MESSAGE

Any agency, except the agency that entered the record, that recovers a stolen or lost article indexed in the NCIC System must place a locate message on the active article record. When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the article(s) must contact the ORI of each record possibly identical with the article in question to confirm the hit.

Following confirmation with the originating agency(s), a locate message must be transmitted for each record that was hit and confirmed with the ORI of the record.

Ten days after a record is located, it is retired.

The MKE LA should be used for locating a stolen article record; the MKE LLA for locating a lost article record.

Once a Stolen or Lost Article record has had a locate placed on it, it cannot be modified.

6.2 EXAMPLE OF A SINGLE ARTICLE LOCATE MESSAGE

The locate example contains header (1N01HEADER), message key (LA), Originating Agency Identifier (WA1230000), two record identifiers (NIC/A000039206 and OCA/1234333), date of recovery (19990930), and recovering agency case number (9999).

```
1N01HEADER.LA.WA1230000.NIC/A000039206.OCA/1234333.19990930.9999
```

Acknowledgment:

```
1L01HEADER
WA1230000
LOCATE NIC/A000039206
```

Benefits and effectiveness data may be entered but will not be stored or retrievable outside of transaction log data.

6.3 MESSAGE FIELD CODES FOR SINGLE ARTICLE LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	CODE AS DEFINED IN *NCIC CODE MANUAL*
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE

The record to be located must be identified by NIC and OCA, in that order; NIC and SER, in that order; or NIC and OAN in that order, with each identifier preceded by the proper MFC and a slash (/). The OCA used as an identifier is the OCA of the agency that entered the record. This OCA is contained in the response to the recovering agency inquiry.

6.5 LOCATE PROCEDURES

Following the two record identifiers, date of recovery and recovering agency case number are next entered in that order and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected.

Ten days after a record is located, it is retired, and the entering agency is notified with a $.P. administrative message.

6.6 AUTOMATIC NOTIFICATION OF LOCATE

When an agency places a locate against another agency's record, the NCIC System will automatically notify the entering agency of the placement of the locate with a $.L. administrative message. Additional information on the $.L. message can be found in the Introduction chapter of this manual.

7 CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

- When the agency recovering the article is the agency that entered the record.
- When the agency that entered the record is officially advised that the article has been recovered by another agency.

7.2 EXAMPLE OF A SINGLE ARTICLE CLEAR MESSAGE

The clear example contains header (1N01HEADER), message key (CA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000039206 and OCA/123456789), date of clear (19990930), the recovering agency identifier (WA1230000), and recovering agency case number (9999).

```
1N01HEADER.CA.MD1012600.NIC/A000039206.OCA/123456789.19990930.WA1230000.9999
```

Acknowledgment:

```
1L01HEADER
MD1012600
CLEAR NIC/A000039206
```

7.3 MESSAGE FIELD CODES FOR SINGLE ARTICLE CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	CODE AS DEFINED IN *NCIC CODE MANUAL*
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

The record to be cleared must be identified by NIC and OCA, in that order; NIC and SER, in that order; or NIC and OAN, in that order, with each identifier preceded by the proper MFC and a slash (/). The OCA used as an identifier is the OCA of the agency originally entering the record.

7.5 CLEAR PROCEDURES

- There are two circumstances that require unique record formats to clear an Article File record.

- If the agency that entered the record recovers the article, the DCL (which cannot be prior to the DOT) must be entered following the two record identifiers.

- If an agency other than ORI of the record recovers the article, the following procedures should be used. If the record being cleared is in a located status (MKE/LOCATED STOLEN ARTICLE, MKE/LOCATED LOST ARTICLE), only the DCL must be entered following the two record identifiers.

8 ENTRY OF A CONSECUTIVELY SERIALIZED GROUP OF ARTICLES

8.1 EXAMPLE OF A CONSECUTIVELY SERIALIZED GROUP ENTRY

```
1N01HEADER.EAA.MD1012600.CPROJEC.B123456700-B123456710.B HOWE.
32S..19990922.12344321...SLIDE PROJECTORS.Y
```

Acknowledgment:

```
1L01HEADER
MD1012600
NIC/A000049206 SER/B123456700-B123456710
OCA/12344321
```

8.2 MESSAGE FIELD CODES FOR GROUP ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
TYPE	MANDATORY	TYP	4-7	ALPHABETIC
SERIAL NUMBER	MANDATORY	SER	3-41	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
BRAND NAME	MANDATORY	BRA	2-6	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MODEL	OPTIONAL	MOD	1-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER-APPLIED NUMBER	MANDATORY	OAN	1-20	ALPHABETIC, NUMERIC
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
LOT NUMBER	OPTIONAL	LOT	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
HAZARDOUS MATERIALS CONTAINER	OPTIONAL	HMC	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PARTIAL LOT INDICATOR	OPTIONAL	PLI	1-1	ALPHABETIC
UNITED NATIONS NUMBER	OPTIONAL	UNN	4-4	NUMERIC
OPT TYPE	MANDATORY	OPT	2-3 8-8	ALPHABETIC, NUMERIC (DEFAULT=OUT)

8.3 MANDATORY FIELDS FOR GROUP ENTRY

The following fields are mandatory for acceptance of a consecutively serialized group of stolen articles in the NCIC System: HDR, MKE, ORI, TYP, SER-SER, BRA, OAN (must be blank), DOT, OPT, and OCA.

The same fields are mandatory for a record of consecutively serialized group of lost articles to be accepted. The date of loss should be used in the DOT Field.

8.4 ADDITIONAL GUIDELINES FOR GROUP ENTRY

- The **beginning and ending serial numbers** of the sequence are entered with a **hyphen separating the two numbers**. The NCIC System will accept two serial numbers containing an equal number of characters, not exceeding 20 characters in each number, when the numbers are separated by a hyphen and message key code EAA or ELAA is used. For numbers longer than 20 characters, the rightmost 20 should be entered.

- Serial numbers used in a **group entry must be consecutive**. Alphabetic characters may be present as a prefix, suffix, or intermixed with the numeric characters; however, they must remain constant throughout the sequence.

  The NCIC System will accept group entries only when the rightmost numeric characters establish the consecutive sequence.

  For example:
  5387621-5387692 ABC6782-ABC6808
  5382961-5382968 AB67C53-AB67C68
  1235BD-1274BD AB6782C-AB6808C

- A consecutively serialized group of articles which have serial numbers with a **common suffix containing the letter O** cannot be entered as a group entry because the NCIC System automatically changes the letter O to a numeric zero causing the letter O suffix to be treated as the rightmost numeric character. **Therefore, separate entries (MKE/EA or ELA) must be made for each number contained in such a serialized group**.

- When a group of consecutively serialized stolen or lost articles is entered, the NCIC System automatically generates **one NIC for the group record**.

- **No more than 100 consecutively serialized articles** can be entered as one group. If more than 100 articles are to be entered, additional group entries must be made. Thus, to enter a group of

articles bearing serial numbers A526800- A526952, two separate entries would have to be made and should be cross-referenced using the MIS Field.

For example:

```
1N01HEADER.EAA.MD1012600.CLENS.A526800-A526899.BUSHNE.
187A..19990915.12345678...SEE SER/A526900
1N01HEADER.EAA.MD1012600.CLENS.A526900-A526952.BUSHNE.
187A..19990915.12345678...SEE SER/A562800
```

- Additional information concerning the entry of the BRA, MOD, LKA, LKI, MIS, NOA, LOT, HMC, PLI, OPT, and UNN Fields can be found in the "ENTRY" section of this chapter.

9 MODIFICATION OF A CONSECUTIVELY SERIALIZED GROUP OF ARTICLES

9.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a consecutively serialized group of articles record. A consecutively serialized group of articles record cannot be modified if the record is in a located status (MKE/LOCATED STOLEN ARTICLES or MKE/LOCATED LOST ARTICLES).

9.2 EXAMPLE OF A CONSECUTIVELY SERIALIZED GROUP MODIFICATION MESSAGE

The modification example contains header (1N01HEADER), message key (MAA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000049206 and OCA/123456789), the field being modified, and the data being changed (BRA/E KODA).

```
1N01HEADER.MAA.MD1012600.NIC/A000049206.OCA/123456789.BRA/E KODA
```

Acknowledgment:

```
1L01HEADER
MD1012600
MODIFY NIC/A000049206
```

9.3 MESSAGE FIELD CODES FOR GROUP MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	3-41	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
IMAGE NIC NUMBER	OPTIONAL	IMN	10-10	ALPHABETIC, NUMERIC
IMAGE TYPE	OPTIONAL	IMT	1-1	ALPHABETIC
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION (except SER)				

9.4 IDENTIFICATION OF A GROUP RECORD TO BE MODIFIED

The record to be modified must be identified by either NIC and OCA, in that order, or NIC and SER, in that order, followed by the fields to be modified. All fields, other than HDR, MKE, and ORI must be preceded by the proper MFC and a slash (/).

9.5 ADDITIONAL GUIDELINES FOR GROUP MODIFICATION

- When serial numbers are used as an identifier for a consecutively serialized group record modification, the lowest and highest of all serial numbers appearing in the existing group record, including **any numbers shown in a located status, must be used**.

- Except for the HDR, MKE, SER, and the blank OAN, all fields in a group article record may be changed by a modification message (MKE/MAA or MLAA). However, if the entire group record is in a located status, it cannot be modified.

- Serial numbers of a consecutively serialized group record cannot be changed through use of a modification message. Any error which relates to the serial numbers in the record must be corrected by canceling the existing group and making a new entry.

- Errors discovered subsequent to a group record entry which concern one or more, but not all, of the articles in a group record, (for example, one half of a group of cameras having a different model number than the other half), cannot be corrected with a modification message. In such a case, it is necessary to cancel the original group entry and make correct entries, singular or group, depending on the situation.

- If any number in the range specified is not present in an active or located status, the transaction will be rejected as an invalid serial number range.

10 CANCELLATION OF A CONSECUTIVELY SERIALIZED GROUP OF ARTICLES

10.1 WHEN TO USE A CANCELLATION MESSAGE

A cancellation message is used when the record is invalid; for example, a record is the result of a theft report which subsequently proves to be fictitious or false. A cancellation message must be used in place of a modification message when making certain types of corrections to a group record. Additional information can be found in the MODIFICATION OF A CONSECUTIVELY SERIALIZED GROUP OF ARTICLES section of this chapter.

Cancellation of a record is restricted to the agency that entered the record.

10.2 EXAMPLES OF CONSECUTIVELY SERIALIZED GROUP CANCELLATION MESSAGES

10.2.1 Canceling All Articles in a Range:

The cancellation example contains header (1N01HEADER), message key (XAA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000049206 and OCA/123456789), and date of cancellation (19990925).

```
1N01HEADER.XAA.MD1012600.NIC/A000049206.OCA/123456789.19990925
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL NIC/A000049206
```

10.2.2 Canceling Multiple Articles in a Range:

The cancellation example contains header (1N01HEADER), message key (XAA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000049206 and SER/B123456700- B123456705), and date of cancellation (19990922). The SER/ represents the articles to be canceled from the group record.

```
1N01HEADER.XAA.MD1012600.NIC/A000049206.SER/Bl23456700-Bl23456705.19990922
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL NIC/A000049206 SER/Bl23456700-Bl23456705
```

10.2.3 Canceling One Article in a Range:

The cancellation example contains header (1N01HEADER), message key (XAA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000049206 and SER/B123456705-B123456705), and date of cancellation (19990922). The SER/ represents a single article to be canceled from the group record.

```
1N01HEADER.XAA.MD1012600.NIC/A000049206.SER/B123456705-B123456705.19990922
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL NIC/A000049206 SER/B123456705-B123456705
```

10.3 MESSAGE FIELD CODES FOR GROUP CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
SERIAL NUMBER	CONDITIONAL	SER	3-41	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC

10.4 IDENTIFICATION OF A GROUP RECORD TO BE CANCELED

There are three options for canceling consecutively serialized group records:

- Canceling all articles in a group record:
    - The group record to be canceled must have two identifiers: NIC and SER, in that order, or NIC and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/).
    - When the SER is used, it must represent the lowest and highest serial numbers of the consecutively numbered group of items that are in an active or located status. When breaks in the consecutive order of the serial numbers exist, separate cancel messages must be sent. DOC must follow the two record identifiers. DOC must be the current date or the current date minus one.
    - It is recommended that NIC and OCA be used when the entire group record is to be canceled. This procedure can be used even if there are breaks in the consecutive order of the serial numbers. It cannot be used if the entire range is not to be canceled as it will cause all records in the range to be canceled.
- Canceling more than one, but not all, articles in a group record:
    - The group record containing articles to be canceled must be identified by the NIC and SER, in that order, with each identifier preceded by the proper MFC and a slash (/). The lowest and highest serial number of the consecutively numbered items being canceled must be used.
    - When breaks in the consecutive order of the serial numbers exist, separate cancel messages must be sent. DOC must follow the two record identifiers. DOC must be the current date or the current date minus one.
    - NIC and OCA should not be used to identify the record as this will result in cancellation of the entire group record.
- Canceling a single article in a group:
    - The group record containing a single article to be canceled must be identified by the NIC and SER in that order, with each identifier preceded by the proper MFC and a slash (/).
    - The serial number of the consecutively numbered item being canceled must be used as the lowest and highest value. DOC must follow the two record identifiers. DOC must be the current date or the current date minus one.
    - NIC and OCA should not be used to identify the record as this will result in cancellation of the entire group record.

10.5 ADDITIONAL GUIDELINES FOR GROUP CANCELLATION

If any number in the range specified is not present in an active or located status, the transaction will be rejected with the message REJECT - INVALID SERIAL NUMBER RANGE as found in the Introduction chapter of this manual.

If the serialized article record is associated with an image, then the image is canceled along with the record.

11 INQUIRY OF A CONSECUTIVELY SERIALIZED GROUP OF ARTICLES RECORD

11.1 EXAMPLE OF AN INQUIRY WITH A GROUP RECORD RESPONSE

- An inquiry on an article may result in a single record positive response or a group record positive response.

- Only one serial number may be included in the SER of any inquiry of the Article File.

  For example:

  ```
  1N01HEADER.QA.WA1230000.TYP/CPROJEC.SER/B123456703
  ```

  The following is a positive response for a group record in which some of the articles in the group entered have been located, cleared, or canceled prior to the inquiry.

  The lowest and highest serial numbers of the articles originally entered in the example record were SER/B123456700-B123456710. Since the entry of this record, some of the articles of the group originally entered have been located (SER/B123456701 and SER/B123456703-B123456704) and cleared or canceled (B123456705) prior to the time of the inquiry.

  ```
  1L01HEADER
  WA1230000

  MKE/STOLEN ARTICLES
  ORI/MD1012600 TYP/CPROJEC BRA/E KODA MOD/32S
  DOT/19990422 OCA/123455432
  MIS/SLIDE PROJECTOR
  OPT/IN AS OF 20120806
  NIC/A000049206 DTE/19990425 0000 EDT DLU/20120806 0259 EST
  ORI IS ANY CITY PD MD 301 555-1212
  SER/B123456700
  SER/B123456702
  SER/B123456706-B123456710

  MKE/LOCATED STOLEN ARTICLES 19990522 NB1977700 8462
  SER/B123456701
  MKE/LOCATED STOLEN ARTICLES 19990522 MI0999900 4232
  SER/B123456703-B123456704
  IMMED CONFIRM RECORD WITH ORI
  ```

11.2 ADDITIONAL GUIDELINES FOR INTERPRETING GROUP RECORD RESPONSE

- Requirements for article inquiry can be found in the INQUIRY OF A SINGLE ARTICLE RECORD section of this chapter.

- An inquiry on a serial number contained in a group record (whether it is the first, last, or a number in between) will reveal the complete group record on file.
- The serial number follows the ORI translation line, unless Investigative Information is included in the response.
- The NIC appears after the main body of the record just above the ORI translation line.
- Located articles of the group originally entered are identified by message key translation LOCATED STOLEN ARTICLES, or LOCATED LOST ARTICLES, date of location, locating agency identifier, locating agency case number, and serial number(s).
- Cleared and canceled articles are not listed.
- Upon receipt of a locate message which indicates all or the remaining unrecovered items in the active group record have been located, the message key translation will be changed automatically. For example, STOLEN ARTICLES will change to LOCATED STOLEN ARTICLES.

12 LOCATE MESSAGE FOR A CONSECUTIVELY SERIALIZED GROUP OF ARTICLES RECORD

12.1 WHEN TO USE A LOCATE

Any agency, except the agency that entered the record, that recovers any article indexed in the NCIC System must place a locate message on the active article record. When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the article must contact the ORI of each record possibly identical with the article in question to confirm the hit. Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the articles. Once the entire group record has been located, it cannot be modified.

12.2 EXAMPLES OF CONSECUTIVELY SERIALIZED GROUP LOCATE MESSAGES

12.2.1 Locating All Articles in a Range:

The locate example contains header (1N01HEADER), message key (LAA), Originating Agency Identifier (WA1230000), two record identifiers (NIC/A000049206 and OCA/123456), date of recovery (19990922), and recovering agency case number (4346).

```
1N01HEADER.LAA.WA1230000.NIC/A000049206.OCA/123456.19990922.4346
```

Acknowledgment:

```
1L01HEADER
WA1230000
LOCATE NIC/A000049206
```

12.2.2 Locating Multiple Articles in a Range:

The locate example contains header (1N01HEADER), message key (LAA), Originating Agency Identifier (WA1230000), two record identifiers (NIC/A000049206 and SER/B123456707-B123456710), date of recovery (19990922), and recovering agency case number (4346). The SER/ represents the consecutively serialized articles to be located from the group record.

```
1N01HEADER.LAA.WA1230000.NIC/A000049206.SER/B123456707-B123456710.19990922.4346
```

Acknowledgment:

```
1L01HEADER
WA1230000
LOCATED NIC/A000049206 SER/B123456707-B123456710
```

12.2.3 Locating One Article in a Range:

The locate example contains header (1N01HEADER), message key (LAA), Originating Agency Identifier (WA1230000), two record identifiers (NIC/A000049206 and SER/B123456706- B123456706), date of recovery (19990922), and recovering agency case number (4346). The SER/ represents a single article to be located from the group record.

```
1N01HEADER.LAA.WA1230000.NIC/A000049206.SER/B123456706-B123456706.19990922.4346
```

Acknowledgment:

```
1L01HEADER
WA1230000
LOCATED NIC/A000049206 SER/B123456706-B123456706
```

12.3 MESSAGE FIELD CODES FOR GROUP LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	3-41	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

12.4 IDENTIFICATION OF A GROUP RECORD FOR LOCATE

There are three options for locating consecutively serialized group records:

- Locating all articles in a group record:
    - The group record to be located requires two identifiers, NIC and SER, in that order, or NIC and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/).
    - When SER is used, it must represent the lowest and highest serial numbers of the consecutively numbered articles within the group record that were recovered. When breaks in the consecutive order of the serial numbers exist, separate messages must be sent.
    - It is recommended that NIC and OCA be used when the entire group record is to be located. This procedure can be used even if there are breaks in the consecutive order of the serial numbers. The OCA used as an identifier is the OCA of the agency that entered

the record. This OCA is contained in the NCIC response to the recovering agency inquiry.

- Locating more than one, but not all articles in a group record:
    - The group record containing articles to be located must be identified by the NIC and SER of the items being located, in that order, with each identifier preceded by the proper MFC and a slash (/).
    - The lowest and highest serial numbers of the recovered consecutively numbered items must be used. When breaks in the consecutive order of the serial numbers exist, separate locate messages must be sent.
    - NIC and OCA should not be used to identify the record as this will result in the locate message applying to all articles in the group record.
- Locating a single article in a group record:
    - The group record containing the article to be located must be identified by the NIC and SER (serial number repeated as if it represented a range of numbers), in that order, with each identifier preceded by the proper MFC and a slash (/).
    - NIC and OCA should not be used to identify the record as this will result in the locate message applying to all articles in the group record.

12.5 ADDITIONAL GUIDELINES FOR GROUP LOCATE

Following the two record identifiers, date of recovery and recovering agency case number are entered next in that order and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected.

If any number in the range specified is not present in an active or located status, the transaction will be rejected with the message REJECT - INVALID SERIAL NUMBER RANGE as found in the Introduction chapter of this manual.

13 CLEAR MESSAGE FOR A CONSECUTIVELY SERIALIZED GROUP OF ARTICLE RECORDS

13.1 WHEN TO USE A CLEAR MESSAGE

- Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:
    - When the agency recovering the article(s) is the agency that entered the record.
    - When the agency that entered the record is officially advised that the article(s) has been recovered by another agency.
- More than one clear message must be sent if the same recovery information is not applicable to all articles being cleared in a group record. This ensures that recovery information for each article will be accurate. If one of three stolen articles was recovered by an agency other than the originating agency on December 4, 1999, for example, and the other two articles were recovered by the originating agency on December 5, 1999, two clear messages must be sent.
- Upon receipt of a clear or cancel message which indicates all or the remaining unrecovered items in the active group record have been accounted for, the group record will be retired.

13.2 EXAMPLES OF CONSECUTIVELY SERIALIZED GROUP CLEAR MESSAGES

13.2.1 Clearing All Articles in a Group Record:

The clear example contains header (1N01HEADER), message key (CAA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000049206 and OCA/123456), date of clear (19990922), recovering agency identifier (WA1230000), and recovering agency case number (4346).

```
1N01HEADER.CAA.MD1012600.NIC/A000049206.OCA/123456.19990922.WA1230000.4346
```

Acknowledgment:

```
1L01HEADER
MD1012600
CLEAR NIC/A000049206
```

13.2.2 Clearing Multiple Articles in a Range:

The clear example contains header (1N01HEADER), message key (CAA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000049206 and SER/B123456700-B123456705), date of clear (19990922), recovering agency identifier (WA1230000), and recovering agency case number (4346). The SER/ represents the consecutively serialized articles to be cleared from the group record.

```
1N01HEADER.CAA.MD1012600.NIC/A000049206.SER/B123456700-
B123456705.19990922.WA1230000.4346
```

Acknowledgment:

```
1L01HEADER
MD1012600
CLEAR NIC/A000049206 SER/B123456700-B123456705
```

13.2.3 Clearing One Article in a Range:

The clear example contains header (1N01HEADER), message key (CAA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000049206 and SER/B123456706-B123456706), date of clear (19990922), recovering agency identifier (WA1230000), and recovering agency case number (4346). The SER/ represents a single article to be cleared from the group record.

```
1N01HEADER.CAA.MD1012600.NIC/A000049206.SER/B123456706-
B123456706.19990922.WA1230000.4346
```

Acknowledgment:

```
1L01HEADER
MD1012600
CLEAR NIC/A000049206 SER/B123456706-B123456706
```

13.3 MESSAGE FIELD CODES FOR GROUP CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	3-41	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

13.4 IDENTIFICATION OF A GROUP RECORD TO BE CLEARED

There are three options for clearing consecutively serialized group records:

- Clearing all articles in a group record:
    - The group record to be cleared must have two identifiers: the NIC and SER, in that order, or the NIC and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/).
    - When SER is used, it must represent the lowest and highest serial numbers of the consecutively numbered articles within the group record that are in an active or located status. When breaks in the consecutive order of the serial numbers exist, separate clear messages must be sent.
    - It is recommended that NIC and OCA be used when the entire group is to be cleared. This procedure can be used even if there are breaks in the consecutive order of the serial numbers.
- Clearing more than one, but not all, articles in a group record:
    - The group record containing articles to be cleared must be identified by NIC and SER in that order, with each identifier preceded by the proper MFC and a slash (/).
    - The lowest and highest serial numbers of the consecutively numbered items being cleared must be used. When breaks in the consecutive order of the serial numbers exist, separate clear messages must be sent.
    - NIC and OCA should not be used to identify the record as this will result in the clear message applying to all articles in the group record.
- Clearing a single article in a group record:
    - The group record containing the article to be cleared must be identified by NIC and SER (serial number repeated as if it represented a range of numbers), in that order, with each data element preceded by the proper MFC and a slash (/).

- NIC and OCA should not be used to identify the record as this will result in the clear message applying to all articles in the group record.

13.5 CLEAR PROCEDURES

There are two circumstances that require unique record formats to clear a consecutively serialized Article File record.

- If the agency that entered the record recovers the articles, only the DCL (which cannot be prior to the DOT) must be entered following the two record identifiers.

- If an agency other than the ORI of the record recovers the articles, the following procedures must be used:

    - If the record being cleared is in a located status (MKE/LOCATED STOLEN ARTICLES, MKE/LOCATED LOST ARTICLES), only the DCL must be entered following the two record identifiers.

    - If the record being cleared is in an active status (MKE/STOLEN ARTICLES, MKE/LOST ARTICLES), the DCL followed by the RRI and the RCA, in that order, without MFCs, would be entered after the two record identifiers.

13.6 ADDITIONAL GUIDELINES FOR GROUP CLEAR

If any number in the range specified is not present in an active or located status, the transaction will be rejected with the message REJECT - INVALID SERIAL NUMBER RANGE as found in the Introduction chapter of this manual.