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**CHAPTER 02:
SECTION 01:**

**ARTICLE FILE
INTRODUCTION**

Procedure #: 02.01.000	Effective Date: May 1, 2021
Supersedes: ACCESS Operations Manual 2020 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. PURPOSE OF THE ARTICLE FILE

- A. The Article File assists in the recovery of identifiable stolen property (excluding motor vehicles, boats, motor vehicle and boat parts, guns, and securities) by providing a central repository for recording stolen articles bearing a unique identifying number. An agency may inquire to ascertain if any department holds an active stolen report.
- B. Agencies enter all stolen articles into NCIC only. All lost or hold for prints articles are entered into NCIC only.

II. CRITERIA FOR ENTRY IN THE ARTICLE FILE

- A. Agencies must have a theft report (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 may make an entry.
- B. Once the theft report has been taken, article records should be entered as soon as possible.
- C. An article record may be entered using one of the following categories:
 - 1. Stolen (MKE/EASN): Any unique manufactured-assigned serial number and/or owner applied number that is reported stolen may be entered into the file if a theft report has been taken.
 - 2. Lost (MKE/EALN): A record for a lost Public Safety, Homeland Security, or Critical Infrastructure item of identification (category Q) or equipment (category Z) may be entered if the entering agency has supporting documentation.
- D. NCIC Criteria
 - 1. 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. 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.

- b. 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.
- c. 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:
 - (1) The circumstances of the theft indicate that there is a probability of interstate movement.
 - (2) The seriousness of the crime dictates that an entry should be made for investigative purposes.
 - (3) Stolen or lost credit cards, bank drafts, Automated Teller Machine (ATM) cards, and checks, including cashier, certified, company, government (local, state, and federal), bank officer, personal, and U. S. Treasury, are **not to be entered** in the Article File or any other file.
 - (a) 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
Master Card	(800) 231-1750

- E. If the entering agency desires to have a stolen article held for fingerprint examination, the letter “P” should be added to the MKE. For example, MKE/EANP would translate as STOLEN ARTICLE – HOLD FOR PRINTS.

III. HIT CONFIRMATION

- A. Refer to the Introduction Chapter for information on how to handle hit confirmation.

IV. RETENTION PERIOD FOR ARTICLES

- A. An article record containing a TYP Field code beginning with “Q”, “T”, or “Z” will be retained until it is cleared or cancelled by the originating agency.
- B. 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.

V. VALIDATION

- A. Due to their relatively short retention period, most article records are not subject to validation. Article File records containing a TYP Field code beginning with “Q”, “T” or “Z” must be validated.

VI. IMAGE DATA

- A. Refer to the Image File Chapter for information on querying, entering, modifying, and cancelling image data.



CHAPTER 02: ARTICLE FILE
SECTION 02: MESSAGE KEYS, FIELD CODES, AND EDITS

Procedure #: 02.02.000	Effective Date: December 23, 2012
Supersedes: ACCESS Operations Manual 2020 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE KEY (MKE) CODES FOR ARTICLE FILE

	Inquiry	Entry	Modify	Locate	Clear	Cancel
Stolen Article	QA	EASN	MA	LA	CA	XA
Stolen Article Hold for Prints	QA	EANP	N/A	N/A	N/A	N/A
Consecutively Serialized Stolen Article Group**	QA	EASA	MASA	LASA	CASA	XASA
Lost Article	QA	EALN	MLA	LLA	CLA	XLA
Consecutively Serialized Lost Article Group	QA	EALA	MALA	LALA	CALA	XALA

II. MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
BRA	Brand Name	<p>Must contain a minimum of two alphanumeric characters and cannot contain more than six alphanumeric characters. Cannot be all X, Y, Z, L, UNK, UNKN, UNKNOWN, or NONE. NOBRA must be entered when brand name is unknown or unavailable. Hyphens are permitted. BRA Field codes are listed in Article Data Codes, NCIC Code Manual.</p> <p>If the brand name is not listed in the NCIC Code Manual, the following instructions apply:</p> <ol style="list-style-type: none"> 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.

		<p>e. 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.</p> <p>f. Initials, the initials are to be entered omitting spaces and periods.</p> <p>The BRA Field in an entry for stolen livestock must contain the breed of the animal. The above coding instructions apply.</p> <p>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.</p> <p>a. 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.</p> <p>b. 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.</p> <p>c. If the entry is for a toxic, hazardous chemical, then the BRA Field must contain the name of the chemical's manufacturer.</p> <p>The words AND, COMPANY, CORPORATION, INCORPORATED, LIMITED, and the ampersand are not considered part of the actual brand name.</p>
CCA	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 CCA cannot equal the first seven characters of the CRI. The only valid special character is the hyphen.
CRI	Recovering Agency Identifier	Must be a valid ORI.
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.
DOL	Date of Locate	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. This field is to be used to help identify a stolen chemical.
IND	Image Indicator	Must be Y or N.

LKA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only.
LKA	Linkage Case Number	<p>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.</p> <p>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). In the entry message the LKI and LKA Fields immediately follow the OCA Field 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.</p>
LKI	Linkage Agency Identifier	Must be a valid ORI. The LKI and LKA cannot be identical to the ORI and OCA. For further explanation, see LKA above.
LOT	Lot Number	Free text. This field is to be used to help identify a stolen chemical.
MIS	Miscellaneous	<p>Free text. Contains a maximum of 200 characters that should be used to:</p> <ol style="list-style-type: none"> Further describe the stolen or lost article. Describe the location of the serial number and/or owner-applied number on an item of property. Provide a complete description of the stolen article when the code NOBRA 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. Contain the complete model number if it contains more than nine characters and the last nine have been entered in the MOD Field. 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
MKE	Message Key	Must be a valid message key.
MOD	Model	Must be only alphabetic or numeric characters with intervening blanks. The model number or model name should be entered in the MOD Field, which

		<p>has a maximum of nine characters. If the model number:</p> <ol style="list-style-type: none"> 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. Is 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. <p>Model names consisting of alphabetic characters only should be entered omitting spaces and periods.</p> <p>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:</p> <table data-bbox="812 1260 1331 1344"> <tr> <td>Ladies Wristwatch</td> <td>MOD/L WRIST</td> </tr> <tr> <td>46-inch TV</td> <td>MOD/46 INCH</td> </tr> </table> <p>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.</p> <p>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.</p> <p>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.</p>	Ladies Wristwatch	MOD/L WRIST	46-inch TV	MOD/46 INCH
Ladies Wristwatch	MOD/L WRIST					
46-inch TV	MOD/46 INCH					

NIC	NCIC Number	A self-checking number consisting of an alphabetic character (A in the Article File) followed by either one alphabetic character and eight numeric (ex: AV12345678) or followed by nine numeric characters (ex: A123456789) automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.
NOA	Notify Originating Agency	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.
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 PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	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 NCIC. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
OAN	Owner-Applied Number	Single zero only, run of zeros only, single alphabetic only, or a run of repeated alphabets cannot be used. Must be entered omitting spaces, hyphens, and symbols. Cannot be identical to SER. Alphabetic characters which are part of the OAN should be included in the field. Cannot be used in an entry or modification of a consecutively serialized group of article records. An OAN which has been assigned in connection with a theft prevention program may be entered in the OAN Field.
OCA	Originating Agency Case Number	The entering agency should ensure the OCA is a unique number assigned to the case within the agency. 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.
ORI	Originating Agency Identifier	Must be a valid ORI.
ORI1*	Originating Agency Identifier	Must be a valid ORI. This field is used in the modify transaction only.
PLI	Partial Lot Indicator	Must be C for complete shipment or P for partial shipment.

RPP	Reason for Property Record Removal	Must be a valid code as listed in the NCIC Code Manual. If HIT NCIC, HIT STATE, or HIT LOCAL are entered, then the date of the hit must also be entered. For Omnixx users, the date must be entered in the RPPS Field.
RPPS*	Reason for Property Record Removal Second	If HIT NCIC, HIT STATE, or HIT LOCAL are entered, then the date of the hit must be entered into the RPPS Field. If entered, the RPP must also be entered.
RSH	Related Search Hit	Must be Y or N.
SER	Serial Number	<p>Single zero only, run of zeros only, single alphabetic only, or a run of repeated alphabets cannot be used. Cannot be identical to OAN. A SER must be entered omitting spaces, hyphens (unless for a group article entry), and symbols. If the serial number exceeds 20 characters, the rightmost 20 characters should be entered and the complete serial number should be entered in the MIS Field.</p> <p>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.</p> <p>FOR ARTICLE GROUP ENTRIES: For consecutively serialized article group entries, the SER can contain up to 41 characters: the beginning serial number up to 20 characters, a hyphen, and the ending serial number of up to 20 characters. For Omnixx users, the lowest serial number must be entered in the first SER Field and the highest serial number must be entered in the second SER Field.</p> <p>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. 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/EASN or EALN) must be made for each number contained in such a serialized group.</p>

		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.
TYP	Type	<p>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 NCIC Code Manual in the Article Data Codes Section. Spaces are not allowed.</p> <p>The TYP Field is divided into two parts:</p> <ol style="list-style-type: none"> 1. Category Code <p>A unique alphabetic character assigned to each of the major classifications of articles listed in the Article Data Codes Section of the NCIC Code Manual.</p> <p>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 NCIC if the entering agency has supporting documentation.</p> <p>Category code of T is available for the entry of stolen toxic, hazardous article records.</p> 2. Article Name Code <p>The Article Name Dictionary, included in the NCIC Code Manual in the Article Data Codes Section should be used for Article File entries and inquiries.</p> <p>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.</p> <p>If an article is not published in the Article Name Dictionary, it must be entered with category code Y and the following procedures apply:</p> <ol style="list-style-type: none"> a. 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. b. An article name which is two words must be treated as one word.

		<ul style="list-style-type: none"> c. 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. d. The entry will be rejected if the TYP code begins with an alphabetic character other than Y and is not a code listed in the Article Name Dictionary.
UNN	United Nations Number	Can be entered only if the first character of TYP is T. Must be a numeric code as maintained in the 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.
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 PREVIOUSLY RECOVERED.
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 PREVIOUSLY RECOVERED.
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 PREVIOUSLY RECOVERED.

*Omnix only



CHAPTER 02: ARTICLE FILE
SECTION 03: INQUIRY TRANSACTIONS

Procedure #: 02.03.000	Effective Date: December 23, 2021
Supersedes: ACCESS Operations Manual 2020 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR ARTICLE INQUIRY

Field Name	Required?	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 / Owner Applied Number	Conditional	SER/OAN	1-20	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Image Indicator	Optional	IND	1-1	Alphabetic
Related Search Hit	Optional	RSH	1-1	Alphabetic

II. GUIDELINES FOR ARTICLE INQUIRY

- A. An inquiry on an article may result in a single record positive response or a group record positive response.
- B. Only one serial number may be included in the SER of any inquiry of the Article File.
 - 1. 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.
- C. 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.
- D. Inquiries may also contain a RSH Field. If RSH is Y, secondary hit responses will be returned for all linked records.
 - 1. The system links records when:
 - a. ORI/OCA matches the primary hit response.
 - b. The LKI/LKA are the same as ORI/OCA contained in the primary hit response.

III. REQUIREMENTS FOR ARTICLE INQUIRY

- A. Inquiries on an article can be made by:
1. TYP and SER and/or OAN
 - a. If SER or OAN are entered, then TYP is required.
 - b. When making an inquiry using two numbers, serial numbers (SER) and owner applied numbers (OAN), enter the first number into the first Serial Number (SER/OAN) Field and enter the second number into the second the Serial Number (SER/OAN) Field.
 - c. NCIC returns any record on file with an identical SER or OAN regardless of the TYP Field Category Code in the record.
 - d. Example:
By TYP and SER
HDR.QA.WAWSP00J7.TYP/DLAPTOP.SER/SER123456789

By TYP, SER, and OAN
HDR.QA.WAWSP00J7.TYP/DLAPTOP.SER/SER123456789,
OAN10011111
 2. NIC
 - a. Inquiries made by NIC receives a NCIC response for an exact match.
 - b. Example:
HDR.QA.WAWSP00J7.NIC/A370163431

IV. EXAMPLE OF ARTICLE INQUIRY RESPONSE

- A. NCIC No Record Response
1L01066Z00VAV4QA
WAWSP00R8

NO RECORD SER-OAN/123456789TEST TYP/DLAPTOP

TRACKING
- B. 12/22/2021, 13:58:46 - MKE: QA - Source: NCIC - To: ACCR8 - ISN:
066Z00VAVV - REF: 066Z00VAV4NCIC Positive Response – Single
Article
1L01063Q00R2CQQA
WAWSP00C1

MKE/STOLEN ARTICLE
ORI/WAWSP0000 TYP/MACCORD SER/123456789TEST
BRA/TESTER
DOT/20210801
OCA/TEST1234
NOA/N
MIS/TEST ACCORDION TEST TEST TEST
OPT/OUT

NIC/A076628671 DTE/20210827 1536 EDT DLU/20210827 1536
EDT
ORI IS WASHINGTON STATE PATROL OLYMPIA 360 705-5999

C. NCIC Positive Response – Article Group

MKE/STOLEN ARTICLES
ORI/WAWSP0000 TYP/MACCORD BRA/TESTBR
DOT/20210801 OCA/TEST1234
MIS/TEST TEST TEST YES A WHOLE BOX OF ACCORDIONS
WERE STOLEN
NOA/N
OPT/OUT
NIC/A176585383 DTE/20210827 1646 EDT DLU/20210827 1646
EDT
ORI IS WASHINGTON STATE PATROL OLYMPIA 360 705-5999
SER/00001-00009



CHAPTER 02: ARTICLE FILE
SECTION 04: ENTRY TRANSACTIONS

Procedure #: 02.04.000	Effective Date: December 23, 2021
Supersedes: ACCESS Operations Manual 2020 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR ARTICLE ENTRY

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Type	Mandatory	TYP	4-7	Alphabetic
Serial Number *Group Article Entries	Conditional	SER	1-20 *3-41	Alphabetic, numeric, *Special characters
Brand Name	Mandatory	BRA	2-6	Alphabetic, numeric, special characters
Model	Optional	MOD	1-9	Alphabetic, numeric
Owner Applied Number	Conditional	OAN	1-20	Alphabetic, numeric
Date of Theft	Mandatory	DOT	8-8	Numeric
Value	Optional	VAL	1-6	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	Conditional	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

**Omnixx only

II. GUIDELINES FOR ARTICLE ENTRY

- A. 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.
- B. A 24/7 hit confirmation phone number must be placed in the MIS Field.
- C. 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 same OCA can be used to link the entries together within your agency.
- D. Duplicate Record Reject
 - 1. Any record matching by record type (article) and ORI and the following field combinations are returned from the search as duplicate record:
 - a. ORI, TYP, SER and/or OAN, and BRA

III. REQUIREMENTS FOR ARTICLE ENTRY

- A. The following fields are mandatory for acceptance of an article entry in NCIC:
 - 1. HDR, MKE, ORI, TYP, BRA, DOT, OCA, and either a unique manufacturer-assigned SER or an OAN.
 - a. The same fields are mandatory for a lost article record to be accepted. The date of loss should be used in the DOT Field.
- B. An entry can include both the SER and OAN Fields; however, these two numbers cannot be the same.
- C. The entry will be rejected if one of the mandatory fields is left blank or the transaction is not completed.
- D. When there are three or more article records on file in the NCIC system with matching data in the SER, TYP, and BRA Fields, the FBI CJIS Division Staff cancels the non-unique serial number records and sends a message containing the same SER, TYP, and BRA to notify the entering agencies the serial number is non-unique.

IV. EXAMPLE OF ARTICLE ENTRY

- A. Stolen Article Entry
HDR.EASN.WAWSP00J7.DLAPTOP.SER123456789.H PACK.
DV4000.14.BLK.OAN10011111.20120419.750.TEST007...
TEST RECORD.N
- B. Stolen Article Hold for Prints Entry
HDR.EANP.WAWSP00J7.DLAPTOP.SER123456789.H PACK.
DV4000.14.BLK.OAN10011111.20120419.750.TEST007...
TEST RECORD.N
- C. Consecutively Serialized Stolen Article Group Entry
HDR.EASA.WAWSP00J7.BBICYCL.BK151200-BK151250.
SCHWIN.TX200.26.BLU/ONG..20120419.900.TEST007...

TEST RECORD.N

D. Lost Article Entry

HDR.EALN.WAWSP00J7.QCREDEN.SER123456789.H PACK.
DV4000.14.BLK.OAN10011111.20120419.750.TEST007...TEST
RECORD.N

Consecutively Serialized Lost Article Group Entry
HDR.EALA.WAWSP00J7.QCREDEN.BK151200-BK151250.
H PACK.TX200.26.BLU/WHI..20120419.900.TEST007...TEST
RECORD.N

V. EXAMPLE OF ARTICLE ENTRY ACKNOWLEDGMENT

A. NCIC Acknowledgment

1L01063B00TRBPEASN
WAWSP0007
NIC/A486617807 SER/123
OCA/12345

A. Reject Non Unique Serial Number

REJECT - SERIAL NUMBER IS NOT UNIQUE, SEE FOLLOWING:

**** ATTENTION ****

IF SER/<SER> IS FOR TYP/<TYP>, AND BRAI<BRA>, IT IS NOT
UNIQUE ACCORDING TO NCIC QUALITY CONTROL.
ASCERTAIN CORRECT SERIAL NUMBER. FOR ADDITIONAL
INFORMATION, PLEASE EMAIL ACJIS@LEO.GOV



**CHAPTER 02:
SECTION 05:**

**ARTICLE FILE
MODIFY TRANSACTIONS**

Procedure #: 02.05.000	Effective Date: December 23, 2021
Supersedes: ACCESS Operations Manual 2020 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR ARTICLE MODIFY

Field Name	Required?	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
Originating Agency Case Number	Mandatory	OCA	1-20	Alphabetic, numeric, special characters
Owner Applied Number	Conditional	OAN	1-20	Alphabetic, numeric
Serial Number *Group Article Entries	Conditional	SER	1-20 *3-41	Alphabetic, numeric *Special characters
Any field(s) from entry transaction				

II. GUIDELINES FOR ARTICLE MODIFY

- A. 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 article record.
- B. A modification message to the base record to delete information in a field will cause the same data in the supplemental record to move up to the base record, except for vehicle and license data.
- C. Required fields can be modified; however, they cannot be deleted by the use of a modify transaction.
- D. Any field except the MKE can be modified. The serial number field in a consecutively serialized article group record cannot be modified.
- E. When modifying the MIS Field, all the information you desire to be shown in the MIS Field must be entered (additional information cannot be added on to what is already contained in the MIS Field).
- F. A record cannot be modified if the record is in a located status.
- G. You cannot delete data from a required field.

1. For Omnixx users, the Mark for Delete feature must be used to delete information from a field. For more information, refer to the Omnixx Force Training Manual.
- H. When modifying a stolen or lost group of articles, all records in the group will be modified. Users cannot modify only some of the records in a group.
- I. Errors discovered subsequent to a group record entry that concern one or more, but not all, of the articles in a group record (e.g., one half of a group of cameras having a different model number than the other half) cannot be corrected by using 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.

III. REQUIREMENTS FOR ARTICLE MODIFY

- A. The modify transaction consists of the message key, ORI, two record identifiers, and the fields being modified. The fields being modified must be identified by their appropriate Message Field Codes.
- B. Modifications on a single article can be made by:
 1. NIC and OCA
 - a. Example:
Stolen Article
HDR.MA.WAWSP00J7.NIC/A690162874.
OCA/TEST007.ACO/WHI

Lost Article
HDR.MLA.WAWSP00J7.NIC/A690162874.
OCA/TEST007.ACO/WHI
 2. NIC and SER
 - a. Example:
Stolen Article
HDR.MA.WAWSP00J7.NIC/A690162874.SER/SER1234567
89.ACO/WHI

Lost Article
HDR.MLA.WAWSP00J7.NIC/A690162874.SER/SER1234567
89.ACO/WHI
- C. Modifications on a consecutively serialized group of articles can be made by:
 1. NIC and SER
 - a. Example:
Stolen Articles Group
HDR.MASA.WAWSP00J7.NIC/A690162874.SER/BK151200
-BK151250.MOD/T30I

Lost Articles Group
HDR.MALA.WAWSP00J7.NIC/A690162874.SER/BK151200
-BK151250.MOD/T30I

2. NIC and OCA

a. Example:

Stolen Articles Group
HDR.MASA.WAWSP00J7.
NIC/A690162874.OCA/TEST007.
MOD/T30I

Lost Articles Group
HDR.MALA.WAWSP00J7.SER/BK151200-BK151250.
OCA/TEST007.MOD/T30I

IV. EXAMPLES OF ARTICLE MODIFY ACKNOWLEDGMENT

A. NCIC Acknowledgment

1L01063B00TVAXMA
WAWSP0007
MODIFY NIC/A486617807



**CHAPTER 02:
SECTION 06:**

**ARTICLE FILE
LOCATE TRANSACTIONS**

Procedure #: 02.06.000	Effective Date: December 23, 2021
Supersedes: ACCESS Operations Manual 2020 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR ARTICLE LOCATE

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
NCIC Number	Mandatory	NIC	10-10	Alphabetic, numeric
Serial Number *Article Group Entries	Conditional	SER	1-20 *3-41	Alphabetic, numeric *Special characters
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
Owner-Applied Number	Conditional	OAN	1-20	Alphabetic, numeric
Date of Locate	Mandatory	DOL	8-8	Numeric
Recovering Agency Case Number	Optional	LCA	1-20	Alphabetic, numeric, special characters
Reason for Property Record Removal	Optional	RPP	10-21	Alphabetic, numeric
Reason for Property Record Removal Second**	Conditional	RPPS	8-8	Numeric
Number of Persons Apprehended	Conditional	NPA	1-3	Numeric
Number of Missing Persons Found	Conditional	NPF	1-20	Alphabetic, numeric
Value of Recovered Property	Conditional	VNP	1-8	Numeric
Value of Other Recovered Property	Conditional	VOR	1-8	Numeric
Value of Recovered Contraband	Conditional	VRC	1-8	Numeric

**Omnixx only

II. GUIDELINES FOR ARTICLE LOCATE

- A. A locate message is used by an agency other than the entering agency to indicate the article has been recovered. The locate message flags the article record and causes a notice to be sent to the entering agency.
- B. 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.
- C. 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.
- D. When a locate is transmitted for a Article File record, the message key translation changes from "STOLEN ARTICLE" to "LOCATED STOLEN ARTICLE" and the date of recovery, recovering agency ORI, and recovering agency case number are added to the record.
- E. Following the date of locate and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Benefits and effectiveness data are not collected for located consecutively serialized articles.
- F. The locate acknowledgment will be sent to the terminal entering the locate and to the agency that entered the record.
- G. There are three options for locating consecutively serialized group records:
 - 1. Recovery of all articles in a group record:
 - a. The group record to be located requires two identifiers, NIC and SER, in that order, or NIC and OCA, in that order, preceded by the proper MFC. When using SER, it must represent the lowest and highest serial numbers of the consecutively numbered group of recovered items. When breaks in the consecutive order of the serial numbers exist, separate messages must be sent.
 - b. 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.
 - 2. Recovery of more than one, but not all, articles in a group record:
 - a. The group record containing articles to be located must be identified by NIC and SER, in that order, with each data element preceded by the proper MFC. 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.

- b. 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.
 - 3. Recovery of a single article in a group record:
 - a. The group record containing the article to be located 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.
 - b. 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.
- H. Ten days after a record is located, it is retired in NCIC.

III. REQUIREMENTS FOR ARTICLE LOCATE

- A. The locate transaction consists of the message key, ORI, two record identifiers, the date of locate, and the recovering agency case number.
- B. Locates on a single article can be made by:
 - 1. NIC and OCA
 - HDR.LA.WA0340000.NIC/A860392381. OCA/TEST007.
20120419.LCA12345
 - Lost Article
HDR.LLA.WA0340000.NIC/A591277488.
OCA/TEST007.20120718.LCA12345
 - 2. NIC and SER
 - a. Example:
Stolen Article
HDR.LA.WA0340000.NIC/A860392381.SER/SER12345678
9.20120718.LCA12345
 - Lost Article
HDR.LLA.WA0340000.NIC/A591277488.SER/SER1234567
89.20120827.LCA12345
- C. Locates on a consecutively serialized group of articles can be made by:
 - 1. NIC and SER
 - a. When locating one or more of the items in a consecutively serialized article group record, use SER range and OCA even when only one item is involved.
 - b. For all items in a group – SER/BK151200-BK151250
 - (1) Stolen Articles Group
 - (a) Example:
HDR.LASA.WA0340000.NIC/A860392381.SER/BK151200-BK151250. 20120718. LCA12345
 - (2) Lost Articles Group
 - (a) Example:

HDR.LALA.WA0340000.NIC/A591277488.SER
/BK151200-BK151250.20120827.LCA12345

- c. For multiple items in a group – SER/BK151210-BK151216
 - (1) Stolen Articles Group
 - (a) Example:
HDR.LASA.WA0340000.NIC/A860392381SER
/BK151210-BK151216.20120827.LCA12345
 - (2) Lost Articles Group
 - (a) Example:
HDR.LALA.WA0340000.NIC/A591277488.SER
/BK151210-BK151216.20120827.LCA12345
- d. For one item in a group of articles – SER/BK151201-BK151201
 - (1) Stolen Article Group
 - (a) Example:
HDR.LASA.WA0340000.NIC/A860392381.SER
R/BK151201-BK151201.20120827.LCA12345
 - (2) Lost Article Group
 - (a) Example:
HDR.LALA.WA0340000.NIC/A591277488.SER
/BK151201-BK151201.20120827.LCA12345

2. NIC and OCA

- a. When locating all of the items in a group, NIC and OCA may be used.
- b. Stolen Articles Group
 - (1) Example:
HDR.LASA.WA0340000.NIC/A591277488.
OCA/TEST007.20120718.LCA12345
- c. Lost Articles Group
 - (1) Example:
HDR.LALA.WA0340000.NIC/A591277488.
OCA/TEST007.20120827.LCA12345

IV. EXAMPLE OF ARTICLE LOCATE ACKNOWLEDGMENT

A. NCIC Acknowledgment

1L01063Q00R5YCLA
WA0390000
LOCATE NIC/A586550089

B. This NCIC message will be sent to the agency that entered the record:

NCIC XMIT MSG#: 79541 TIME: 1548 DATE: 071812
RCV MSG#: 229 TIME: 1548 TO: SP8H
\$.L.
WAWSP00J7
LOCATE NOTIFICATION AT 1848 EDT 20120718
1N01SP8H
V.LA.WA0340000.NIC/A440395446.OCA/TEST007.20120718.LCA
12345
LOCATING ORI IS THURSTON CO SO OLYMPIA

MKE/LOCATED STOLEN ARTICLES
ORI/WAWSP00J7 TYP/BBICYCL BRA/SCHWIN MOD/TX200
DOT/20120419 OCA/TEST007 20120718 WA0340000 LCA12345
MIS/TEST RECORD
NOA/N
NIC/A440395446 DTE/20120718 1847 EDT DLU/20120718 1848
SER/BK151200-BK151250
20120718 WA0340000 LCA12345



**CHAPTER 02:
SECTION 07:**

**ARTICLE FILE
CLEAR TRANSACTIONS**

Procedure #: 02.07.000	Effective Date: December 23, 2021
Supersedes: ACCESS Operations Manual 2020 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR ARTICLE CLEAR

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
NCIC Number	Mandatory	NIC	10-10	Alphabetic, numeric
Owner Applied Number	Conditional	OAN	1-20	Alphabetic, numeric
Serial Number *Group Article Entries	Conditional	SER	1-20 *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	Conditional	CRI	9-9	Alphabetic, numeric
Recovering Agency Case Number	Conditional	CCA	1-20	Alphabetic, numeric, special characters
Reason for Property Record Removal	Optional	RPP	10-21	Alphabetic, numeric
Reason for Property Record Removal Second**	Conditional	RPPS	8-8	Numeric
Number of Persons Apprehended	Conditional	NPA	1-3	Numeric
Number of Missing Persons Found	Conditional	NPF	1-20	Alphabetic, numeric
Value of Recovered Property	Conditional	VNP	1-8	Numeric
Value of Other Recovered Property	Conditional	VOR	1-8	Numeric
Value of Recovered Contraband	Conditional	VRC	1-8	Numeric

**Omnix only

II. GUIDELINES FOR ARTICLE CLEAR

- A. Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:
 - 1. When the agency recovering the article is the agency that entered the record.
 - a. If the agency that entered the record recovers the article, the Date of Clear (DCL), which cannot be prior to the date of theft, must be entered following the two record identifiers.
 - 2. When the agency that entered the record is officially advised that the article has been recovered by another agency.
 - a. If the Article File record is located by an agency other than the entering agency and:
 - (1) The record being cleared is in a located status (MKE/LOCATED STOLEN ARTICLE), only the DCL must be entered following the two record identifiers.
 - (2) If the record being cleared is in an active status (MKE/STOLEN ARTICLE), the DCL followed by the Recovering Agency Identifier (CRI) and the Recovering Agency Case Number (CCA) in this order without field codes would be entered after the two record identifiers.
- B. Following the DCL, CRI, and CCA, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Benefits and effectiveness data are not collected for consecutively serialized articles.
- C. There are three options for clearing consecutively serialized group records:
 - 1. Clearing all articles in a group record:
 - a. 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, preceded by the proper MFC.
 - b. 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 clear messages must be sent.
 - c. 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.
 - 2. Clearing more than one, but not all, articles in a group record:
 - a. The group record containing articles to be cleared must be identified by NIC and SER in that order, with each data element preceded by the proper MFC. The lowest and

- highest serial numbers of the consecutively numbered items being cleared must be used.
 - b. When breaks in the consecutive order of the serial numbers exist, separate clear messages must be sent.
 - c. 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.
3. Clearing a single article in a group record:
- a. 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.
 - b. 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.
- D. NCIC removes cleared records entirely upon receipt of the clear message.

III. REQUIREMENTS FOR ARTICLE CLEAR

- A. The clear transaction consists of the message key, ORI, two record identifiers, the date of clear, and the recovering agency's ORI and case number.
- B. Clears on a single article can be made by:
- 1. NIC and OCA
 - a. Example:
Stolen Article
HDR.CA.WAWSP00J7.NIC/A690162874.
OCA/TEST007.20120823

Lost Article
HDR.CAL.WAWSP00J7.NIC/A690162874.
OCA/TEST007.20120827
 - 2. NIC and SER
 - a. Example:
Stolen Article
HDR.CA.WAWSP00J7.NIC/A690162874.SER/SER1234567
89.20120823

Lost Article
HDR.CAL.WAWSP00J7.NIC/A290162874.SER/SER1234567
89.20120827
 - 3. NIC and OAN
 - a. Example:
Stolen Article
HDR.CA.WAWSP00J7.NIC/A690162874.OAN/OAN1001111
1.20120823

- C. Clears on a consecutively serialized group of articles can be made by:
1. NIC and SER
 - a. When clearing one or more of the items in a group, use NIC and SER range, even when only one item is involved.
 - b. For one item in a group of articles – SER/BK151201-BK151201
 - (1) Stolen Article Group
 - (a) Example:
HDR.CASA.WAWSP00J7.
NIC/A690162874.SER/BK151201-BK151201.
20120823
 - (2) Lost Article Group
 - (a) Example:
HDR.CALA.WAWSP00J7.
NIC/A690162874.SER/BK151201-
BK151201.20120827
 - c. For multiple items in a group of articles – SER/BK151210-BK151216
 - (1) Stolen Articles Group
 - (a) Example:
HDR.CASA.WAWSP00J7.
NIC/A690162874.SER/BK151210-
BK151216.20120823
 - (2) Lost Articles Group
 - (a) Example:
HDR.CALA.WAWSP00J7.
NIC/A690162874.SER/BK151210-
BK151216.20120827
 - d. For all items in a group of articles – SER/BK151200-BK151250
 - (1) Stolen Articles Group
 - (a) Example:
HDR.CASA.WAWSP00J7.
NIC/A690162874.SER/BK151200-
BK151250.20120823
 - (2) Lost Articles Group
 - (a) Example:
HDR.CALA.WAWSP00J7.
NIC/A690162874.SER/BK151200-
BK151250.20120827

- 2. NIC and OCA
 - a. When clearing the entire group record if no items in the group have been previously cleared, use NIC and OCA.
 - b. Stolen Articles Group
 - Example: HDR.CASA.WAWSP00J7.
NIC/A690162874.OCA/TEST007.20120823
 - c. Lost Articles Group
 - (1) Example:
HDR.CALA.WAWSP00J7.NIC/A690162874.
OCA/TEST007.20120827

IV. EXAMPLE OF ARTICLE CLEAR ACKNOWLEDGMENT

- A. NCIC Acknowledgment
 - 1L01063Q00R31ICA
 - WAWSP0000
 - CLEAR NIC/A076628671



**CHAPTER 02:
SECTION 08:**

**ARTICLE FILE
CANCEL TRANSACTIONS**

Procedure #: 02.08.000	Effective Date: December 23, 2021
Supersedes: ACCESS Operations Manual 2020 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR ARTICLE CANCEL

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
NCIC Number	Mandatory	NIC	10-10	Alphabetic, numeric
Owner Applied Number	Conditional	OAN	1-20	Alphabetic, numeric
Serial Number *Group Article Entries	Conditional	SER	1-20 *3-41	Alphabetic, numeric *Special characters
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
Date of Cancellation	Mandatory	DOC	8-8	Numeric
Reason for Property Record Removal	Optional	RPP	10-20	Alphabetic, numeric

II. GUIDELINES FOR ARTICLE CANCEL

- A. 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.
- B. Following the DOC, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Benefits and effectiveness data are not collected for consecutively serialized articles.
- C. There are three options for cancelling consecutively serialized group records:
 - 1. Cancelling all articles in a group record:
 - a. The group record to be cancelled must have two identifiers: NIC and SER, in that order, or NIC and OCA, in that order, each preceded by the proper MFC.
 - b. 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 a located status. When

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

III. REQUIREMENTS FOR ARTICLE CANCEL

- A. The cancel transaction consists of the message key, ORI, two record identifiers, and the date of cancel.
- B. Cancellation on a single article can be made by:
 1. NIC and OCA
 - a. Example:
 Stolen Article
 HDR.XAS.WAWSP00J7.NIC/A690162874.
 OCA/TEST007.20120827.NOT STOLEN

 Lost Article
 HDR.XALN.WAWSP00J7.NIC/A690162874.
 OCA/TEST007.20130626.NOT LOST

2. NIC and SER
 - a. Example:
Stolen Article
HDR.XA.WAWSP00J7.NIC/A690162874.SER/SER12345678
9.20120827.NOT STOLEN

Lost Article
HDR.XLA.WAWSP00J7.NIC/A690162874.SER/SER1234567
89.20130626.NOT LOST

3. NIC and OAN
 - a. Example:
Stolen Article
HDR.XA.WAWSP00J7. NIC/A690162874.
OAN/OAN10011111.20120827.NOT STOLEN

Lost Article
HDR.XLA.WAWSP00J7. NIC/A690162874.
OAN/OAN10011111.20130626.NOT LOST

C. Cancellation on a consecutively serialized group of articles can be made by:

1. NIC and SER
 - a. For one item in a group of articles – SER/BK151201-BK151201
 - (1) Stolen Article Group
 - (a) Example:
HDR.XASA.WAWSP00J7.NIC/A690162874.S
ER/BK151201-BK151201.20120827.RPP/NOT
STOLEN
 - (2) Lost Article Group
 - (a) Example:
HDR.XALA.WAWSP00J7.NIC/A690162874.SE
R/BK151201-BK151201.20130626
 - b. For multiple items in a group of articles – SER/BK151210-BK151216
 - (1) Stolen Articles Group
 - (a) Example:
HDR.XASA.WAWSP00J7.NIC/A690162874.S
ER/BK151210-BK151216.20120827.
RPP/NOT STOLEN
 - (2) Lost Articles Group
 - (a) Example:
HDR.XALA.WAWSP00J7.NIC/A690162874.SE
R/BK151210-BK151216.20130626

- c. For all items in a group of articles – SER/BK151200-BK151250
 - (1) Stolen Articles Group
 - (a) Example:
HDR.XASA.WAWSP00J7.NIC/A690162874.SER/BK151200-BK151250.20120827.RPP/NOT STOLEN
 - (2) Lost Articles Group
 - (a) Example:
HDR.XALA.WAWSP00J7.NIC/A690162874.SER/BK151200-BK151250.20130626

2. NIC and OCA

- a. When cancelling the entire group if no items in the group have been previously cancelled, use NIC and OCA.
- b. Stolen Articles Group
 - (1) Example:
HDR.XASA.WAWSP00J7.NIC/A690162874.OCA/TEST007.20120827
- c. Lost Articles Group
 - (1) Example:
HDR.XALA.WAWSP00J7.NIC/A690162874.OCA/TEST007.20130626

IV. EXAMPLE OF ARTICLE CANCEL ACKNOWLEDGMENT

A. NCIC Acknowledgment

1L01063Q00R3ZIXA
WAWSP0000
CANCEL NIC/A086642566