

Kansas Criminal Justice Information System (KCJIS)

Record Check Agreement

A state of residency and national fingerprint-based record check must **be conducted for all personnel with direct access to Criminal Justice Information (CJI) or who have direct responsibility to configure and maintain computer systems and networks with direct access to CJI** unless escorted or monitored by authorized personnel at all times. **Support personnel, contractors, and custodial workers with access to physically secure locations or controlled areas** are also **subject to** record checks. Additionally, in the case of Private Contractors, an Agency Coordinator must be appointed to ensure all private contractor personnel adhere to all security policies such as security awareness training. This form provides a mechanism for agencies who utilize the same contractors or who otherwise agree to share record checking responsibilities to do so on behalf of each other and in compliance with FBI & KCJIS policies.

This agreement provides for _____, a Criminal Justice Agency (CJA) with ORI of _____, hereafter referred to as the **SERVING AGENCY** and _____, a CJA with ORI _____, hereafter referred to as the **USER AGENCY**, with respect to record checks and related services.

The **SERVING AGENCY** may perform the following on behalf of the **USER AGENCY** with regards to associates of _____, a **Non-Criminal Justice Organization (NCJO)** that has entered into an agreement with the **USER AGENCY** to perform work that may involve unescorted or unmonitored access to physically secure locations, controlled areas or systems that may contain unredacted, unencrypted CJI.

(Check all the apply)

- An initial fingerprint-based record check **ONLY**, the **USER AGENCY** retains annual recheck and Agency Coordinator responsibility.
- An initial fingerprint-based record check, all annual rechecks and Agency Coordinator functions.
- Provide copies of the record check results and supporting documentation to the **USER AGENCY**
- Be Holder of Record for any records and make them available to **USER AGENCY** and/or KCJIS or FBI auditors upon request.

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Both parties agree to comply with all policies, rules and regulations of the FBI CJIS, KCJIS, Title 28, Code of Federal Regulations, Part 20, NCIC, NLETS and all Federal and State laws regarding the use, dissemination and security of CJIS.

Each agency has the responsibility for record review and determination of access to CJIS or systems containing CJIS by any contractor or employee of the agency.

This agreement is a formal expression of the intent of both parties and is effective when signed. It is being executed by all parties in both an individual and representative capacity, and accordingly will remain in effect after the signatories vacate their respective positions until it is affirmatively amended or terminated in writing.

Termination may occur:

- Immediately upon determination by the Kansas CJIS Systems Agency (CSA) that either CJA is in non-compliance with the policies, rules and regulations of KCJIS, FBI CJIS, Title 28, CFR, Part 20; or Federal or State laws regarding the use, dissemination and security of CJIS.
- If either CJA terminates their agreement with the NCJO.
- Upon 30 days' notice by either CJA.

Signature for the **Serving Agency**

Signature for the **User Agency**

Printed Name / Title

Printed Name / Title

Date

Date