NCJA CHECKLIST

1. Completed NCJ Pre-Audit Questionnaire
	* Make a note of any missing or incomplete answers in your response to NCJA.
2. Copy of the organization’s most recent DCJIS User Agreement
* Is the User Agreement up-to-date?
* Is the User Agreement signed?
1. Copies of MOUs with vendors (if applicable).
2. Copies of CORI Acknowledgement Form
	* Is it the DCJIS Acknowledgement Form?
	* If not, does it contain the required language from DCJIS?
3. CORI Policy
* Does the Organization Process 5 or more Requests Per Year? If yes, does it have a CORI Policy?
* Does organization use DCJIS Model CORI Policy? yes/no
* If No, does the organization’s CORI policy include required language?

1. Does organization maintain a need to know list
2. List of approved SAFIS and iCORI representatives and users
3. Documentation to demonstrate compliance with the opportunity to dispute accuracy of CORI
4. Organization’s SAFIS FBI and CORI storage and retention
5. Secondary Dissemination log