



National Crime Information Center

QUICK REFERENCE CARD

Gun File

The National Crime Information Center (NCIC) Gun File was established in 1967 as one of the first five NCIC Files. The purpose of the Gun File is to aid in locating lost or stolen weapons or weapons used in the commission of a felony. Additionally, it can be used to identify weapons that may be traceable to a crime.

Although the use of the NCIC System is voluntary, participation is vital. Information must be entered into the Gun File before it can benefit law enforcement. The complete, accurate, and timely entry and maintenance of records ensures system integrity and keeps the NCIC System free of outdated and incorrect information. It is important to remember, an NCIC hit alone is not probable cause for arrest.



Record Entry

For NCIC purposes, a gun is defined as any weapon which is designed to or may be readily converted to expel a projectile by air, carbon dioxide, or the action of an explosive.

An entry into the NCIC Gun File should be made when at least one of the following criteria has been met:



- A weapon is reported stolen.
- A weapon is recovered.
- A weapon is reported lost or missing.
- A weapon is used in the commission of a felony.



Gun File Fast Facts

- Weapons without a serial number (e.g., ghost guns) or a serial number that has been altered or destroyed may not be entered.
- Stolen, lost, and felony weapon records do not expire and are retained until the record is cleared, canceled, or located. Recovered weapon records are retained for the remainder of the year entered plus two years.
- Before entering a record into the NCIC Gun File, an agency should query NCIC to ensure an active record does not already exist for the weapon.

When creating any NCIC File record, all available data should be included, even if it is not mandatory. If missing or additional data becomes available later, the record should be modified to include that additional information.

Notify Originating Agency (NOA) Field

The NOA Field can be used to support investigative leads. By opting in, the NOA Field allows the record entering agency to receive an automatic notification anytime there is a hit on their record.

Miscellaneous (MIS) Field

The MIS Field is an optional data field and although the data it contains isn't searchable with an online inquiry of the NCIC System, it is very valuable.

The MIS Field should be used when:

- Data cannot be completely entered in its designated field based on established character limits or data type restrictions
- There is not a designated field to enter the data
- Data entered in another field requires further explanation
- When otherwise required or requested by NCIC policy

Locate, Clear, and Cancel Functions

Use of the following functions is critical in keeping the NCIC System free of outdated and incorrect information.



Locate

A locate must be placed on a lost, stolen, or felony weapon record when an **agency that did not enter the record** recovers the weapon in the record.



Clear

A lost, stolen, or felony weapon record must be cleared when the **record entering agency** recovers the weapon in the record.



Cancel

A record must be canceled when the **record entering agency** determines the record is invalid.

Check out the Gun File e-Learning module in the NCIC Community on JusticeConnect accessed through the Law Enforcement Enterprise Portal (LEEP).

www.cjis.gov

Additional information is available on the NCIC Community of JusticeConnect via LEEP or by contacting your CJIS Systems Agency. For information regarding training, contact the NCIC Training Team:
Phone: 877-FBI-NCIC (324-6242) Email: ncictraining@fbi.gov

