DATE (MM/DD/YYYY)

NATIONAL DATA EXCHANGE (N-DEx) SYSTEM DATA SHARING FORM (SIMPLE RULES)

The purpose of this form serves as a record that the data submitting/managing agencies are in agreement with the N-DEx System policy on information sharing and are electing to "Go Green" with the data they submit to the N-DEx System.

SUBMITTING AGENCY INFORMATION

Type

◉ FEDERAL ○ STATE ○ LOCAL ○ TRIBAL

ORI

SUBMITTING AGENCY SOURCE DATA ADMINISTRATOR (SDA)

Individual responsible for establishing and managing the agency's data sharing controls and submitting data to the N-DEx System for assigned Record-Owning Agencies (ROAs).

Name

Email

Phone

N-DEx User ID

Will the submitting agency be providing data to the N-DEx System on behalf of other ORIs?

○ YES ◉ NO

If yes, how many ROAs are managed by this submitting agency?

Please provide a spreadsheet of managed ROA(s) containing name, ORI, and 24-hour generic point of contact (POC) phone number and email.

RESPONSIBILITY FOR RECORDS

According to the *N-DEx System Policy and Operating Manual Version 4.0*, the records in the ROA record/case management system are considered the source records. ROAs that make records available in the N-DEx System are responsible for the following:

- **TIMELINESS** Updates or changes to the original submission shall be executed at least monthly.
- **ACCURACY** Contributed data is synchronized with the agencies source system records as they are updated/changed.
- **COMPLETENESS** Submit as many N-DEx data elements as available or are permitted to by law.
- **POC INFORMATION** 24-hour generic agency POC phone number and email (if available).
- **VERIFICATION & USE AUTHORIZATION** Ensure agency POC is able to respond to verification and use authorization requests from the N-DEx System users regarding the agency's records.

DATA SHARING

Each ROA controls how and with whom their data is shared, thus retaining responsibility, control, and ownership. The N-DEx System is designed to allow ROAs to protect their data in accordance with the laws and policies that govern dissemination and privacy for their jurisdictions. **All data is presumed sharable, unless the ROA restricts data access**, in accordance with their sharing policy. The N-DEx System enables data sharing at the following dissemination criteria values:

- **GREEN** Data is viewable. ALL records within the N-DEx System are defaulted as viewable to ALL users.
- **YELLOW** Data consists of record ID and ROA POC information. To obtain access, contact the ROA.
- **RED** Data is not viewable.

ROAs are encouraged to submit records using the "Green" value to realize the full benefit of automatic entity integration, data correlation, and other tools within the N-DEx System, including the creation of subscriptions.

Will the submitting agency and ALL the ROAs share data using the "Green" value? If not, the submitting agency will be provided with the *N-DEx System Data Sharing Form*.

◉ YES ○ NO

Data Submission and Sharing Rules authorized by

PRINTED NAME

SIGNATURE

or DIGITAL SIGNATURE

DATE

National Data Exchange (N-DEx) Program Office 1000 Custer Hollow Rd. Clarksburg, WV 26306
<ndex@leo.gov> | 304.625.0555 | M-F 7:30AM - 4:00PM (EST) 304.625.4357 (after business hours)