



## GBL – CRIMINAL HISTORY RECORD INFORMATION

The District is committed to ensuring the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until information is purged or destroyed in accordance with applicable record retention rules.

Accordingly, this Policy applies to any electronic or physical media containing Federal Bureau of Investigation (FBI) or Colorado Bureau of Investigation (CBI) CJI while being stored, accessed, or physically moved from a secure location within the District. This Policy also applies to any authorized person who accesses, stores, and/or transports electronic or physical media containing criminal history record information.

### Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)

CJI refers to all of the FBI Criminal Justice Information Services (CJIS) provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI means information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release. The term does not include identification information such as fingerprint records if such information does not indicate the individual's involvement with the criminal justice system. CHRI is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use, and dissemination of CHRI.

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### Personnel Security Screening

Access to CJI and/or CHRI is restricted to authorized personnel. "Authorized personnel" means an individual, or group of individuals, who have completed security awareness training and have been granted access to CJI data.

## **Security Awareness Training**

Basic security awareness training is required within six months of initial assignment, and biennially thereafter, for all District personnel with access to said confidential information.

## **Physical Security**

All CJI and CHRI information shall be securely stored. The District will maintain a current list of authorized personnel. Authorized personnel will take necessary steps to prevent and protect the D



LEGAL REFS:

P.L. 92-544 (authorizes the FBI to exchange CHRI with officials of state and local