**Section 1500.300 Responsibilities of the State Central Repositories**

a) As required by law, the state central repositories shall audit, correct and update criminal history record information maintained by them. This responsibility shall be fulfilled by conducting systematic audits for accuracy and completeness by automatically logging data entries, primary and secondary disseminations and by automatically monitoring for delinquent dispositions.

b) The state central repositories shall audit local criminal justice agencies reporting to them or obtaining criminal history record information from them. This responsibility shall be fulfilled by conducting random audits for compliance with state and federal requirements regarding criminal history record information, including, but not limited to, auditing for disposition reporting, dissemination, security, access and review of such information.

c) In conducting the audits of local criminal justice agencies described above, the state central repositories shall document each individual record, practice, policy or procedure audited by recording whether or not any audit exception was found, if so, stating what the exception was, the nature of the response needed to correct the exception, and the date the correction was actually made. This documentation shall be retained by the state central repositories for one year after the Authority issues an audit report.

d) The state central repositories shall notify the local criminal justice agency, in writing, of all errors and exceptions found and establish a reasonable time period in which the local criminal justice agency can respond and correct the errors or exceptions, but not more than thirty days. At the expiration of the time period established, the state central repositories shall monitor the local agency to determine whether the errors or exceptions have, in fact, been corrected.