



# Promising Practices for Improved Record Reporting

**M**any states faced challenges in creating state estimates for the NIAA records report over the three years of data collection. Often, these challenges in estimating were direct results of structural or reporting problems of actual NICS records. This brief presents a strategy that at least one state has implemented to address that problem.

## **Estimation Problem**

Lack of knowledge, relationships, and/or collaboration between partners responsible for providing estimates.

## **Reporting Problem**

Lack of knowledge, relationships, and/or collaboration between partners responsible for reporting records.

## **Strategy**

Create a web-based central location and mechanism, such as SharePoint, to store and review documents and communicate with staff at other agencies about NICS.

## Creating SharePoint site to Coordinate NICS work

### About this strategy

It can be difficult for state police or repository staff and staff at the originating agencies who are responsible for reporting NICS records to collaborate when they don't have day-to-day contact with each other or even any existing relationship. Even in states where a NICS working group or task force exists, communication and information sharing between members can be difficult outside of set meeting times. Creating a SharePoint site, or other similar tool, can provide a single, access-limited location for staff to review documents, share documents, pose questions, and efficiently share decisions and statutes that are relevant to NICS reporting.

- **Who it may work for:** Any state looking to improve collaboration.
- **Costs:** Staff time to set up the site, market it to users, and maintain it. Possibly a small monthly maintenance fee (~\$20).
- **Timeframe for implementing:** Immediately after set-up.

### Why this strategy makes a difference

Using a SharePoint site, or other similar web-based tool, provides a "one stop shop" for all NICS-related activities, that increases communication and collaboration between partners working together on the NICS reporting process.

## Who's Doing It? Arizona

Arizona received a NARIP grant to improve their NICS reporting and have set up a SharePoint site to facilitate their NICS Task Force activities. This provides a single location on the web to review all documents for Task Force meetings.

*For more information:*

**Arizona**  
Pat Nelson  
AZ Criminal Justice Commission  
**602-364-1152**  
[Pnelson@azcjc.gov](mailto:Pnelson@azcjc.gov)

**Bureau of Justice Statistics**  
Devon Adams  
**202-307-0765**  
[Devon.Adams@usdoj.gov](mailto:Devon.Adams@usdoj.gov)  
**More on NICS [here](#)**



**SEARCH**  
The National Consortium for  
Justice Information and Statistics