FBI National Data Exchange (N-DEx)

Data Connectivity and Submission Guide

Version 1.1

10/21/2013

CJIS Document Number – N-DEx-DOC-09203-1.1

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CHANGE DESCRIPTION FORM

Revision	Change Description	Created/Changed by	Date	Approved By
1.0	Initial Version	Jason Pulice	9/23/2011	Sherri Shreves
1.1	Review of document	Julie Minnocci	8/23/2013	Sherri Shreves
1.1	Review of document	Julie Minnocci	10/21/2013	Sherri Shreves

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1.0 Document Purpose

The purpose of this document is to provide agencies an informational overview on submitting data, as well as a roadmap for contributing data to the N-DEx system. The intended audience for this document is agency officials and their technical personnel.

2.0 Data Submission

2.1 Prerequisites for Data Submission

The following prerequisites must be met for N-DEx to accept your data:

1. Data must be in one of the accepted Information Exchange Package Documentation (IEPD) formats (unless using the N-DEx web portal submission method, Section 2.2.3). For additional information, see *Data Integration Guide*.
2. Sample data submission files must be provided to N-DEx and pass a structural verification and content review (unless using the N-DEx web portal submission method Section 2.2.3).
3. Data submission Extensible Markup Language (XML) or ZIP files must follow the required naming convention (unless using the N-DEx web portal submission method Section 2.2.3).
4. Data *submitter* AND data *owner* Originating Agency Identifiers (ORI), and the User Administrator and Source Data Administrator roles must be defined and will be provided by the N-DEx Liaison Specialist.
5. A sharing policy must be determined and provided to the N-DEx Program Office via *N-DEx Data Sharing Worksheet*.

2.2 Submission Methods

N-DEx supports four data transfer methods from its partnering agencies to the N-DEx system: Secure File Transfer Protocol (SFTP), Web Service, the N-DEx web portal, or physical media.

2.2.1 SFTP Submission

The SFTP method is preferred by agencies performing periodic extracts e.g. nightly or weekly from their records system as bulk uploads to N-DEx. The SFTP servers at N-DEx are available on the public internet; therefore, no Virtual Private Network (VPN) or Wide Area Network (WAN) connections with the agency are needed.

To submit data to N-DEx using SFTP, the agency should contact the N-DEx Program Office to create a data submission account. Once the account is created,

an agency may submit either XML files or ZIP files (containing several XML files) to their submission directory. Both XML and ZIP files must follow the proper file naming convention.

2.2.2 Web Service Submission

N-DEx offers a web service for agencies wanting to submit single documents to N-DEx on a more frequent basis. This method is preferred by agencies that want to do submissions and updates to N-DEx as the transactions are processed in their system. N-DEx web services are available on the public internet; therefore, no VPN or WAN connections with the agency are needed. In order to submit data using web service, the partnering agency must create a web service client which invokes the N-DEx data submission web service. The submitting agency can be sent the Web Services Description Language file for the N-DEx data submission web server by the N-DEx Program Office via email or compact disk (CD).

2.2.3 N-DEx Web Portal Submission

Agencies with a low number of incident reports or no electronic record management system may log into the N-DEx web portal and manually type incident information into an online form. This method does not require an agency to map their data to one of the N-DEx IEPDs. Detailed information regarding data submission via the N-DEx portal can be found in the N-DEx User Manual or by contacting the N-DEx Program Office.

2.2.4 Physical Media Submission

For agencies with no means to electronically transmit data to N-DEx, an external physical media device (CD, DVD, Hard Drive, etc.) may be used. Due to the sensitivity of the data and potential for Personally Identifiable Information, all data on the physical media must be encrypted before submitting to the Criminal Justice Information Servcies (CJIS) Division. The method for encrypting and decrypting must first be discussed with CJIS Division technical staff. The physical media must be sent using a secure traceable method. Contact the N-DEx Program Office for further information.

3.0 Initial Legacy Data Submission

N-DEx is gathering historical data from data submitters/data owners in order to correlate and resolve information from incident reports in this timeframe. If an agency has a significant amount of historical data, the agency's initial dataset can be loaded onto an external physical media device (CD, DVD, Hard Drive, etc.) as a onetime physical media submission to N-DEx. Once the agency's initial legacy data set has been loaded into the N-DEx system, one of the routine data submissions mentioned above can be used to submit to N-DEx.