

**Date:** 09/24/2012 3:37 PM  
**Subject:** MSP NCJA Update-School Agency & Contractor Agreements

Dear NCJA:

This is an update on behalf of the Department of Michigan State Police (MSP), Criminal Justice Information Center (CJIC), Audit and Training Section (ATS). You are receiving this message as you have requested or agreed to be added to our ATS Listserv. If you no longer wish to receive updates, or you feel you've received this message in error, please reply to this correspondence with "REMOVE" in the subject line.

On March 26, 2012 correspondence was forwarded on the suggested language for agreements between school agencies and contractors necessary for an outsourcing administrative function. Previously approved language:

**"[The contractor] may receive criminal history record information from the department of state police for the purpose of conducting employment background checks on behalf of [school agency] as required by state law. CHRI received by [the contractor] for such purposes is to be maintained and processed in accordance with the federal Security and Management Control Outsourcing Standard for Non-Channelers, wherein [the school] would be the 'Authorized Recipient' and [the contractor] would be the 'Contractor.'"**

You may have already begun to hear additional changes are forthcoming, and this is true. New procedures are being finalized and will be available well before the 2013-14 school year. Until then, agencies that have incorporated the above previously approved language into existing contractor agreements are compliant and no additional changes are warranted at this time.

Agreement changes will consist of a "packet," which will include:

- An Agreement Checklist
- Outsourcing Agreement Directions
- Outsourcing Agreement Request & Approval Form
- School Contractor Audit Certification Form
- \*New\* NCJA Outsourcing Sample Contract

Those of you who have yet to establish outsourcing agreements, we encourage you to utilize this time to determine your preferred working relationships with existing contractor(s). It is the expectation of the MSP that while agreement procedures are being established that all provisions of the Security and Management Control Outsourcing Standard (OS) for Non-Channelers is followed. Provided for your convenience is the OS: <http://www.fbi.gov/about-us/cjis/cc/current-initiatives/security-and-management-control-outsourcing-standard-for-non-channelers-12-08-11>

Thank you,

Audit & Training Section  
Criminal Justice Information Center  
Michigan State Police  
[MSP-CJIC-ATS@michigan.gov](mailto:MSP-CJIC-ATS@michigan.gov)