NORTH CAROLINA
ADMINISTRATIVE OFFICE
of the COURTS

Remote Public Access

ACIS Demographic Extract Information and File Layout
October 2015

ACIS Demographic Extract

Overview

The Automated Criminal/Infraction System (ACIS) Demographic Extract contains criminal and infraction case information as recorded by the clerks of superior court in the 100 clerks' offices in North Carolina. The information is stored at the North Carolina Administrative Office of the Courts' (NCAOC) Data Center. This document describes the information contained in the two following extracts:

ACIS Historical Demographic Extract – This extract is a point-in-time compilation of case numbers, as well as data in the fields determined by the NCAOC to most accurately identify an individual. The extract includes all criminal and infraction case records in the active ACIS database, including records from each county, starting with the individual county's date of implementation on ACIS, most of which occurred in the 1980s. The demographic extract contains data about the defendant only; it contains no data about substantive offenses charged, the nature of the criminal process, court appearance dates, or any other case data.

ACIS Daily Demographic Extract – This recurring data extract of case numbers and the fields determined by the NCAOC to most accurately identify an individual in ACIS includes data from new cases entered or active cases updated within the ACIS database since the last execution of the daily demographic extract. In addition, the daily extract includes case numbers that must be deleted from the licensee's database, since the cases no longer exist in ACIS. The daily demographic extract contains data about the defendant only; it contains no data about substantive offenses charged, the nature of the criminal process, court appearance dates, or any other case data.

Extract Data Defined

The data is grouped into four record types:

1. Delete Record
2. Case Record
3. Alias Record
4. End of File Record

Each record type has its own data description and layout. The records are text files. The first field in each record is the record type, which indicates the type of information contained in the record. The record layouts can be found in Appendix A, and a data sample can be found in Appendix B.

All records for a given case will be positioned together on the file in order by record type, and each contains a key that represents the unique case.

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Initial Historical Extract

The initial historical extract is the first extract that must be applied in order to get all current cases in the ACIS application. This file is placed on an Internet site and can be retrieved with the appropriate authorization security ID provided to licensees from NCAOC.

For each case record, information from each record type should be inserted into a licensee's database based on the unique case key found in all of the record types. The initial historical extract will have no delete record types.

The NCAOC will produce a new initial extract quarterly, on the first Saturday of January, April, July, and October. Download of the January, April, and July initial extracts to refresh the licensee's data is optional. However, the quarterly extract in October is mandatory. The NCAOC may require additional mandatory refreshes if, since the last initial extract, updates are required to include enhanced data, data corrections, changes in database layout, changes in data availability, etc.

Every time a new mandatory refresh is made available, all records in a licensee's database must be deleted and then all the cases in the new extract should be inserted. If the quarterly refresh is not deemed mandatory, licensees may voluntarily refresh their databases, to ensure ongoing accuracy between the mandatory refreshes, but it is not required.

New licensees who wish to acquire the demographic extract in the period between the quarterly initial extracts may either wait for the next initial extract or download the last initial extract and all the subsequent daily extracts. If licensees choose the latter option, a mandatory refresh of their database is required when the next quarterly initial extract is run.

Daily Update Extract

This file is placed on an Internet site and can be retrieved with the appropriate authorization security ID provided to licensees from NCAOC. <u>After</u> the initial historical extract has been loaded:

1. Each daily update extract must be applied, starting with the first daily extract with a date the same as the initial historical extract. For example, if the initial historical extract was run on July 3, 2015, the first criminal daily extract that would be applied would be the extract for July 3, 2015 (i.e., CR150703.ZIP). No daily update extract can be skipped.

2. Each daily update extract must be applied in the date order in which it was generated.

3. Data must be applied based on the unique case key of each record type within the extract.

4. **Failure to do the above will result in data corruption.**

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Records will appear on the daily extract anytime any field is updated for a case in the database. Even though the updated field may not be included in the data provided in the daily extract, any change in any field in the case will cause it to be included in the daily extract.

The daily extract runs every day of the year including holidays. Although very rare, there is a slight possibility that an extract may be empty because of the system's being unavailable to have updates made.

All daily extract files will be available on the web for 90 days, unless there is a new mandatory refresh of the initial extract. When there is a mandatory refresh, the daily extracts will start over from the date of that new initial extract. NCAOC will not retain any daily extracts prior to the date of the latest mandatory initial extract.

The records from the daily extract should be applied as follows:

1. For a *delete* record, the entire case must be deleted. All delete records for a case should be applied first before any other record for a case, since clerks could, in some circumstances, delete and then re-add a case.

2. For a *case* record, if the case record already exists in a licensee's database, the old case record and all records associated with it, i.e., the entire case, should be deleted and replaced with the new case record. (An *alias* record is a subset of the case record and should be applied to the case record to which it belongs.)

3. After these steps are completed, the records should be inserted into the licensee's database based on the unique case key found in all record types.

Criminal/Infraction Records at NCAOC

All criminal data at NCAOC began to be collected in the early 1980s. Since that time, enhancements have been made to include additional data as well as additional code values, so earlier records may not contain all the same field values of more current records. At this time, all criminal case history records are kept in NCAOC's electronic system, while infraction case history records are on a six-year purge cycle. This once-a-month purge includes all cases that meet both of the following criteria: the judgment is satisfied for the case, and the case was disposed more that six years prior to the current end-of-month date.

User ID and Passwords

Licensees will be provided a user ID and initial password for the extracts. While the user ID will not change, the password automatically expires every 90 days, per NCAOC policy for all access by both internal and external users of NCAOC's applications.

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APPENDIX A – DEMOGRAPHIC EXTRACT FILE LAYOUT

The following are the record layouts for each record type.

DATA RECORD LAYOUT FOR CASE DELETE ("00" Record Type)

FIELD NAMES	BEG POS	END POS	LEN	DESCRIPTION
				RPA Demographic Delete Record
Record Type	1	2	2	00 - Delete Record, 01 - Case Record, 02 - Alias Record, 99 - End of File Record
CRRKEY	3	18	16	Unique Case Key (County #, Century, Year, Sequence #, Case Type)
CRRKCY	3	5	3	County Number
CRRKCC	6	7	2	File Number Century
CRRKYY	8	9	2	File Number Year
CRRKSEQ	10	15	6	File Number Sequence
CRRKTYP	16	16	1	Case Type C = Criminal Case I = Infraction Case
FILLER	17	18	2	Filler
County Name	19	30	12	County Name – Derived from County Number

DATA RECORD LAYOUT FOR CASE DATA ("01" Record Type)

FIELD NAMES	BEG POS	END POS	LEN	DESCRIPTION
				RPA Demographic Case Record
Record Type	1	2	2	00 - Delete Record, 01 - Case Record, 02 - Alias Record, 99 - End of File Record
CRRKEY	3	18	16	Unique Case Key (County #, Century, Year, Sequence #, Case Type)
CRRKCY	3	5	3	County Number
CRRKCC	6	7	2	File Number Century
CRRKYY	8	9	2	File Number Year
CRRKSEQ	10	15	6	File Number Sequence

CRRKTYP	16	16	1	Case Type
				    C = Criminal Case
				    I = Infraction Case

FILLER	17	18	2	Filler
County Name	19	30	12	County Name
CRRNAM	31	58	28	Defendant Name Last Name (comma) First Name (comma) Middle Name (comma) Suffix This is a free-entry field with the only the first character being invalid if it is blank or numeric. The users are encouraged to generally use the following format in data entry: 1. Last,First,Middle or Initial,Suffix 2. Only commas are allowed to separate the parts of a name. 3. Do not key spaces or punctuation in the name. 4. A hyphen (-) is valid for a hyphenated last name. 5. If the third field is entered and there is no fourth field, check for a one-position field to consider it an initial. If more than one position is entered, check against a table of valid suffixes. If not found, then consider it the middle name.
CRRADD	59	78	20	Defendant Street Address Line 1
CRREAD	79	93	15	Defendant Street Address Line 2
CRRCTY	94	108	15	Defendant City Address
CRRDST	109	110	2	Defendant State Address Abbreviation
CRRZIP	111	115	5	Defendant Address Zip Code
CRREZP	116	119	4	Defendant Address Extended Zip Code

CRRACE	120	120	1	Defendant Race Code
				    A = Asian
				    B = Black
				    H = Hawaiian
				    I = Indian
				    O = Other
				    U = Unknown
				    W = White
				    X = Non-person
				    Blank = Unknown

CRRSEX	121	121	1	Defendant Sex Code
				    M = Male
				    F = Female
				    U = Unknown
				    X = Non-person

CRRDOB	122	129	8	Defendant Date of Birth
CRRSSN	130	133	4	Last 4 Digits of Defendant Social Security Number
CRRDLN	134	153	20	Defendant Driver's License Number

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CRRSIL	154	155	2	Defendant Driver's License State Abbreviation
CRRWNO	156	163	8	Citation Number
CRRRCD	164	171	8	Date Case Was Originally Added to ACIS If the case was entered by the clerk or it was added from eCITATION®, this field reflects the system date the case was added to ACIS. If the case was entered by the magistrate, then it is the date the case was created in NCAWARE. In the ACIS online system, this field is considered the filing date.
CRREDT	172	179	8	For initial extracts, this field is the date the extract is created. For daily extracts, it is the last update date of the case.
CRRPID	180	189	10	Unique, person-based identifier found on cases where NCAOC has received information that helps to determine that this defendant is the same defendant in other cases that match this number.
CRRDSP	190	190	1	If this disposition flag is set to 'Y,' the case has been disposed. If this disposition flag is set to 'L,' then at least one charge on the case has been dismissed with leave, meaning the count remains valid for prosecution and any outstanding process for the case remains active. If this disposition flag is set to 'R,' then the case has been disposed and subsequently reinstated. If this disposition flag is blank or is set to 'N,' the case has not been disposed.

CRRTYP	191	193	3	Court Type
				  CR = Criminal Case District Court
				  CRS = Criminal Case Superior Court
				  IF = Infraction Case District Court
				  IFS = Infraction Case Superior Court

FILLER	194	300	110	For Future Use

DATA RECORD LAYOUT FOR ALIAS DATA ("02" Record Type)

FIELD NAMES	BEG POS	END POS	LEN	DESCRIPTION
				RPA Demographic Alias Record
Record Type	1	2	2	00 - Delete Record, 01 - Case Record, 02 - Alias Record, 99 - End of File Record
CRRKEY	3	18	16	Unique Case Key (County #, Century, Year, Sequence #, Case Type)
CRRKCY	3	5	3	County Number
CRRKCC	6	7	2	File Number Century
CRRKYY	8	9	2	File Number Year
CRRKSEQ	10	15	6	File Number Sequence

CRRKTYP	16	16	1	Case Type
				  C = Criminal Case
				  I = Infraction Case

FILLER	17	18	2	Filler
CRALNO	19	20	2	Alias Line Number; if available, would be value of '02' to '99' This internally assigned number enables NCAOC to have unique key values for each alias.
CRAAKA	21	48	28	Defendant Alias Name Last Name (comma) First Name (comma) Middle Name (comma) Suffix See description of Defendant Name (CRRNAM) for more details.

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DATA RECORD LAYOUT FOR END OF FILE DATA ("99" Record Type)

FIELD NAMES	BEG POS	END POS	LEN	DESCRIPTION
				RPA Demographic End of File Record
Record Type	1	2	2	99 - End of File Record
Record Count	3	15	13	Total Number of Records in the File
Delete Count	16	28	13	Number of Delete Records in the File
Case Count	29	41	13	Number of Case Records in the File
Alias Count	42	54	13	Number of Alias Records in the File

<u>CAUTION:</u>

When the client's database is built using the initial extract and the daily updates, the client's database will represent (as does the NCAOC's online system) a point in time for each of the cases. Neither NCAOC's system nor the extracted data provides a chronological history of the activity that has occurred on the case. Trying to retain old records as new ones are added will not give a chronological sequence of events. Doing so will corrupt a licensee's data, leave the licensee open to lawsuits from the public, and possibly cause termination of the NCAOC licensing agreement.

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APPENDIX B – DEMOGRAPHIC EXTRACT FILE SAMPLE

Every two lines below represent one record of data. Names and numbers have been changed.

013802012700925C GRANVILLE   ELLERBEE,JOHN   80020 MENLANDS LN   CHARLOTTE
NC28278   BM19550530274030202938   NC03772F4 2015070420150704   NCR

013802011700977C GRANVILLE   LADELL,JOSEPH,THOMAS   1663 NC HIGHWAY 97
CREEDMOOR   NC27522   AM19541006480703361323   NC09206F8 2015070420150704
NCR

013902010700855C GREENE   MERRILL,ISIAH,MORRISON   25 THIGPENS DRIVE   SNOW
HILL   NC28580   WM19940719171031660048   NC882F792 2014101020150704   RCR

013902009050323C GREENE   CHAMPION,THOMAS,SMITH   777 FEWSON STATION RD
KINSTON   NC28504   BM195507021091   2015070420150704   NCR

023902008050385C 02WILDEMAN,THOMAS   @

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