

## **LAW ENFORCEMENT RECORDS CHECKLIST**

The following is a non-exclusive summary of the major categories of law enforcement records for which disclosure is 1) prohibited, 2) authorized but not required, or 3) mandatory. It is intended to aid law enforcement agencies in responding to a request for records under the state open records law but is not a substitute for a case-by-case review of a requested record prior to disclosure.

### **Confidential (Release is Prohibited)**

- 1. Records (whether active or inactive) which have a connection with an allegation or finding that a child is delinquent, unruly, or deprived, unless the child is transferred to adult court or a court orders release. N.D.C.C. § 27-20-52. This provision continues to apply even after the death of the child. N.D.A.G. 2000-F-09. **Note:** This provision does not apply to: 1) certain individuals who are specifically authorized to inspect the records; 2) the release of general information which does not identify the child; 3) the release of the records for the purpose of apprehending a juvenile who has escaped from custody or who is alleged to have committed certain acts (N.D.C.C. § 27-20-51.1); or 4) the release of records regarding certain drug and alcohol offenses which must be provided to the principal of the school in which the child is enrolled (N.D.C.C. § 15.1-24-05).
- 2. The name and identifying biographical information of a living child victim or witness of a crime, except for fires and criminal traffic offenses under N.D.C.C. title 39. N.D.C.C. § 12.1-35-03.
- 3. The telephone number and home address of an employee of a law enforcement agency or a state or local correctional facility. N.D.C.C. § 44-04-18.3(1).
- 4. Information which would reveal the identity of, or provide a means of identifying, an undercover law enforcement officer or a confidential informant. N.D.C.C. § 44-04-18.3(2), (3).
- 5. Criminal history record information, except for releases to a criminal justice agency, to a court, pursuant to a subpoena, or as otherwise required by law. N.D.C.C. §§ 12-60-16.5, 12-60-16.6. This prohibition does not apply to the Bureau of Criminal Investigation upon written request and payment of the appropriate fee. This prohibition does not apply to source documents of a local law enforcement agency regarding specific crimes or events which are used to compile a person's criminal history record. N.D.A.G. 2000-L-99.
- 6. The portion of an accident report which contains the officer's opinion regarding responsibility for the accident. N.D.C.C. § 39-08-13(4).
- 7. Child abuse and neglect reports and related information, unless the disclosure is specifically listed in N.D.C.C. § 50-25.1-11.
- 8. The name of a seriously injured or deceased person, when the death or injury is being investigated by a law enforcement agency, until a member of the person's immediate family has been notified and given an opportunity to notify other immediate family members, or until 24 hours after the person has been identified, whichever occurs first. N.D.C.C. § 39-08-10.1.
- 9. Records received from the Department of Corrections' Division of Juvenile Services. N.D.C.C. § 27-21-12(3).

### **Closed (Release is Discretionary)**

- 1. Active criminal intelligence and investigative information, except for certain information about arrests, convictions, the disposition of warrants, and a crime summary. N.D.C.C. § 44-04-18.7. This provision does not include the names of people involved in a traffic accident. N.D.A.G. 97-O-1.

- 2. Inactive criminal intelligence and investigative information to the extent the information is "personal information" about an individual as defined in N.D.C.C. § 44-04-18.7(6).
- 3. A computerized index of names in active or inactive criminal files. N.D.C.C. § 44-04-18.7(7).
- 4. Any identifying information that could be used to locate the victim of domestic violence. N.D.C.C. § 44-04-18.20.
- 5. Offender registration information of juveniles, if public disclosure is necessary to protect public health or safety. N.D.C.C. § 12.1-32-15(13), (15).
- 6. Offender registration information of adults, unless disclosure is required for public protection. N.D.C.C. § 12.1-32-15(13). If the registration information is required to be disclosed, the information becomes an open record and must be released to members of the public upon request.
- 7. Crime scene images of a victim of a homicide or sex crime, or any image of a minor victim of any crime. N.D.C.C. § 44-04-18.7.
- 8. Law enforcement training materials and information about prospective criminal activity which affects officer safety, until the information is publically disclosed. N.D.C.C. § 44-04-18.7.
- 9. Name and medical condition of, and medical treatment provided to, an individual who received medical treatment from a public entity during an emergency medical response.
- 10. Personnel records of employees of the ND Department of Corrections and Rehabilitation may not be released to inmates in DOCR facilities unless authorized by the director of DOCR. N.D.C.C. § 44-04-18.3.

### **Open (Release is Mandatory Upon Request)**

Below are examples of records which will generally not be closed or confidential under the statutes described above or under other statutes.

- 1. The name of a seriously injured or deceased person after a member of the person's immediate family has been notified and given an opportunity to notify other immediate family members, or 24 hours after the person has been identified, whichever occurs first. See N.D.C.C. § 39-08-10.1.
- 2. The names of people involved in a traffic accident or a fire, unless disclosure of their identity must be delayed under N.D.C.C. § 39-08-10.1.
- 3. Arrestee name and description, facts concerning an arrest, conviction information, the disposition of all warrants, a list of incidents, a crime summary, a radio log, and arrestee photographs if release of the photograph will not adversely affect a criminal investigation. N.D.C.C. § 44-04-18.7(5).
- 4. Inactive criminal intelligence and investigative information to the extent it is not "personal information" or made confidential or closed under other statutes. N.D.C.C. § 44-04-18.7.