



# THE RIGHT-TO-KNOW LAW HYBRID WORKSHOP FOR LAW ENFORCEMENT

**FEBRUARY 21, 2024**

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## Today's Presenters



***Stephen Buckley***  
*Legal Services Counsel*

***Stacie M. Moeser***  
*Attorney, NH Police Standards and Training*  
*Bureau of Standards, Conduct Review Committee*

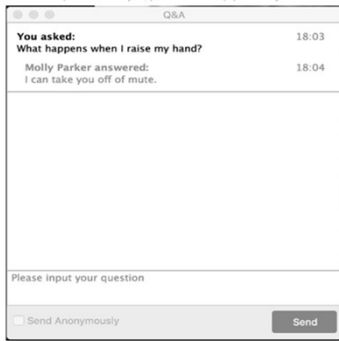


***Jonathan Cowal***  
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## How Do I Ask a Question?



The chat function for this workshop has been disabled.

In order to ask a question of our host or a panelists, open the Q&A function found in the Zoom toolbar. Type you questions in the Q&A and they will be answered in the order they are received.

Once your question has been answered, it will then appear under the *Answered* tab.

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- Not comprehensive legal review of documents
- Not drafting individualized ordinances or charters
- Not reviewing specific applications before local boards
- Not settle intra-municipal disputes

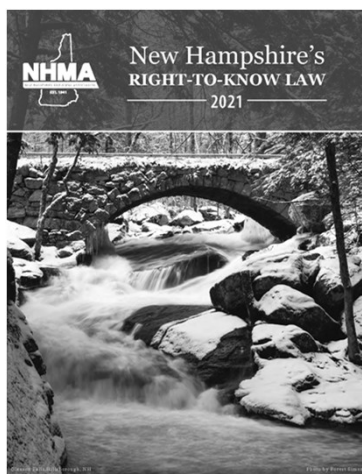
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**NHMA's Publication:  
*New Hampshire's Right-to-Know Law***

- ▶ Glossary
- ▶ Remote Participation Checklist
- ▶ Nonpublic Session Checklist
- ▶ Law Enforcement Guidance
- ▶ Complete copy 91-A & 33-A
- ▶ Table of Cases
- ▶ Table of Statutes
- ▶ February 2023 Supplement provided



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## Agenda

- Record Requests and Exemptions- Steve
- Conduct Review Committee - Stacie
- Record Production and Remedies – Jonathan
- Hypotheticals and Questions



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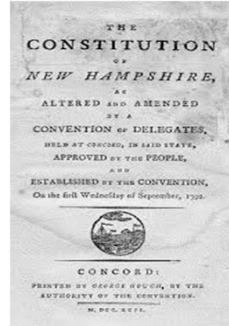
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## The Right-to-Know Law RSA Chapter 91-A

PART I, ARTICLE 8 OF THE NH  
Constitution: Government ...  
should be open, ...

### SECTION 1 OF RSA 91-A:

The purpose of this chapter is to ensure both the greatest possible public access to the **actions**, **discussions** and **records** of all public bodies, and their accountability to the people.



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## RSA 91-A:4, I: Any Citizen Can Request Records

- No definition of “citizen” in statute or relevant case-law, but, presumably, at least a New Hampshire citizen.
- Best practice is anyone who shows up should be assumed to qualify as a “citizen” for the purposes of requesting records.
- This can make online requests tricky.

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## What They're Requesting Must Be "Reasonably Described"

- Municipal employees must know what they are looking for in the voluminous materials kept by the municipality.
- Municipal employees do have an obligation to clarify with the citizen what the citizen is requesting. *Salcetti v. City of Keene*, No. 2019-0217 (June 3, 2020) (speaking in *dicta* about a "spirit of collaboration").
- This may require a clarifying phone call.

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## Colquhoun v. Nashua

- The city denied a request for emails on the basis that the request was overly broad and not reasonably described
- However, the request specified specific employees and a specific date range
- Furthermore, after the lawsuit was filed, the City ended up producing records
- Make sure to show good faith effort if you are going to totally or partially deny a request on these grounds

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## Search for Records Must Be Reasonable

- Whatever record is requested must also be met with a reasonably calculated search by the municipality to uncover the record. *ATV Watch v. N.H. Dep't of Transp.*, 161 N.H. 746 (2011).
- The crucial issue is not whether relevant documents might exist, but whether the agency's search was reasonably calculated to discover the requested documents.
- This can have major implications in electronic records searches.

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***Duty to search for records:*** The agency must show beyond material doubt that it has conducted a search reasonably calculated to uncover all relevant documents. This burden can be met by producing affidavits that are relatively detailed, nonconclusory, and submitted in good faith. Once the agency meets its burden to show that its search was reasonable, the burden shifts to the requester to rebut the agency's evidence by showing that the search was not reasonable or was not conducted in good faith.

***ATV Watch v. NH Dept. of Transportation, 161 N.H. 746 (2011)***

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## Three Key Steps

STEP 1: Is it a  
*Governmental Record?*

STEP 2: Is the record  
exempt from disclosure?

STEP 3: Make available  
non-exempt records.

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**Is it a  
Governmental  
Record?**

**RSA 91-A:1-a**

Any information

- created
- accepted, or
- obtained

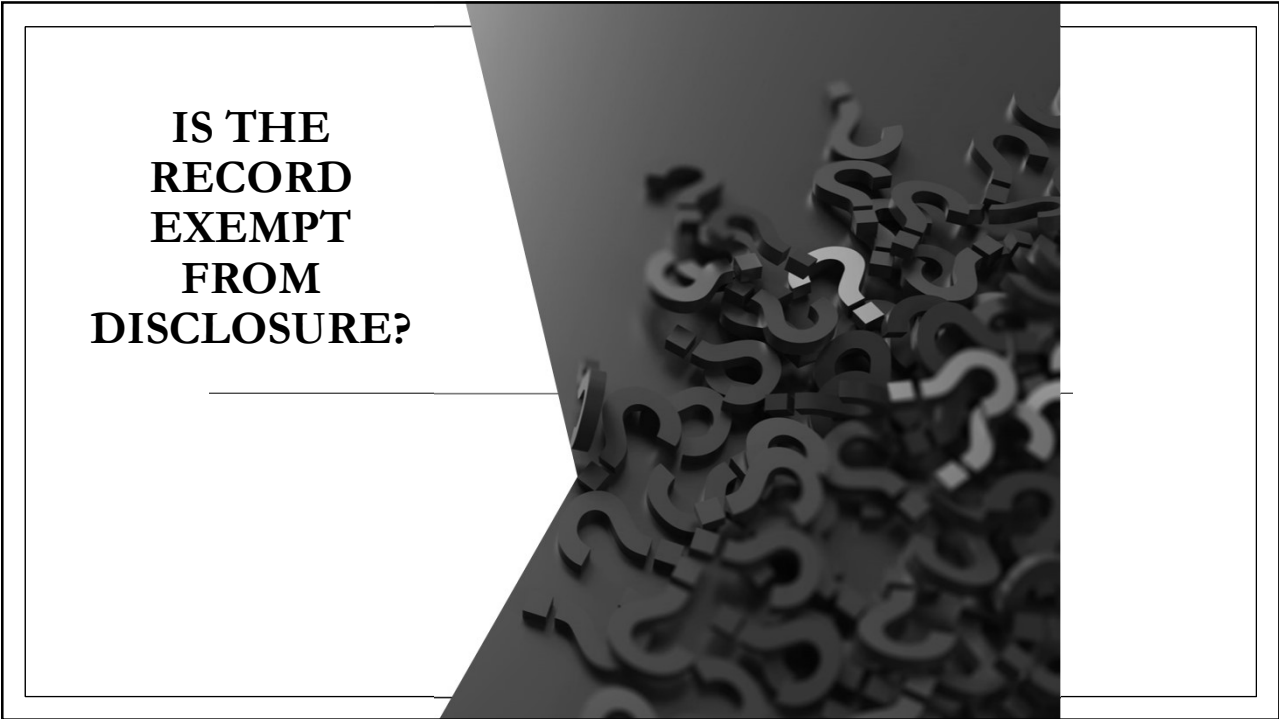
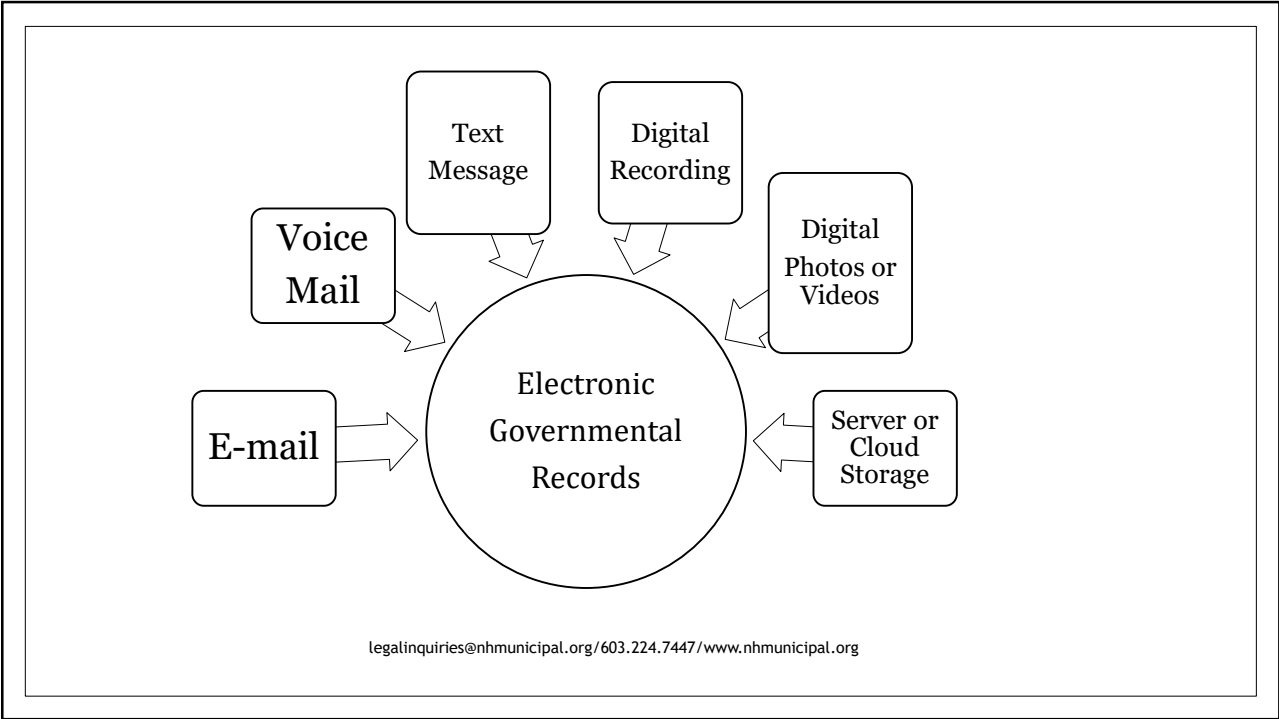
By, or on behalf of,

- any public body, or a quorum or majority thereof  
or
- any public agency

in furtherance of its official function

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## Exemptions to Disclosure

- ▶ **RSA 91-A:5** provides a list of records exemptions:
  - ▶ Some are categorical exemptions, such as the master jury list or teacher certification records.
  - ▶ Some require detailed analysis, such as “personnel records whose disclosure would constitute invasion of privacy.”
- ▶ **Other statutes and case law** also contain exemptions.
- ▶ The Right-to-Know Law’s purpose is to provide the utmost information to the public about what its government is up to.
- ▶ When a public body or agency seeks to avoid disclosure of material under the Right-to-Know Law, that entity bears a heavy burden.

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## “Internal Personnel Practices” RSA 91-A:5, IV

- Recent Reinterpretation of Law by N.H. Supreme Court
- Formerly: “Internal Personnel Practices” was a broad category separate and apart from any privacy balancing test
- Now, Internal Personnel Practices is no longer a categorical exemption and is likely going to be subject to the same privacy vs. public balancing test as established in a series of recent cases

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## Seacoast Online v. Portsmouth

- Superior Court decision that denied public access to an arbitration ruling concerning the dismissal of a Portsmouth police office.
- The NH Supreme Court overruled its decision in *Union Leader Corp. v. Fenniman*, 136 N.H. 624 (1993) to the extent that decision too broadly interpreted the “internal personnel practices” exemption under RSA 91-A:5, IV.
- Henceforth, the “internal personnel practices” exemption only applies to records pertaining to the internal rules and practices governing an agency’s operations and employee relations, and not information concerning the performance of a particular employee.
- The internal personnel practices exemption in RSA 91-A:5, IV only applies to matters that are inherently minor or trivial, such as rules regarding the use of parking facilities or the regulation of lunch hours

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## Union Leader v. Salem

If governmental records are properly classified as “internal personnel practices” then whether such records are subject to disclosure depends on evaluating whether that disclosure would constitute an invasion of privacy.

- First, evaluate whether there is a privacy interest at stake that would be invaded by the disclosure. If no privacy interest is at stake, the Right-to-Know Law mandates disclosure.
- Second, assess the public's interest in disclosure. Disclosure of the requested information should inform the public about the conduct and activities of their government.
- Finally, balance the public interest in disclosure against the government's interest in nondisclosure and the individual's privacy interest in nondisclosure.

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## Provenza v. Canaan

- Provenza sought to prevent the public disclosure of an internal investigative report that had exonerated him from a claim of excessive force arising out of a traffic stop citing the "internal personnel practices" exemption.
- Superior Court concluded that the report was subject to disclosure under RSA 91-A. This decision was appealed to the Supreme Court.
- First, the Court looked to RSA 105:13-b which creates an exception for information in a police officer's personnel file. The Court ruled that the report was not physically in his file and therefore this did not apply.
- Next, the Court affirmed that there is no categoric exemption for police internal investigative files and they are subject to balancing test.

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## Welford v. State Police

- While the previous cases involved privacy issues involving internal police practices, Welford addresses privacy issues involving private citizens
- Persons have an obvious privacy interest in keeping secret the fact that they were subjects of a law enforcement investigation
- The relevant public interest is not to find out what the individual himself was 'up to' but rather how the government carried out its statutory duties to investigate and prosecute criminal conduct
- Where there is a privacy interest at stake, the requester must produce evidence that would warrant a belief by a reasonable person that alleged Government impropriety might have occurred. Or, at the very least, the requestor must articulate why the requested information serves a public purpose greater than simply exposing the police involvement of another individual

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## Privacy Balancing Test

- First, is a privacy interest at stake that would be invaded by the disclosure. If no privacy interest is at stake, the Right-to-Know Law mandates disclosure.
- Second, assess the public's interest in disclosure. Disclosure of the requested information should inform the public about the conduct and activities of their government.
- Finally, balance the public interest in disclosure against the government's interest in nondisclosure and the individual's privacy interest in nondisclosure.
- Keep in mind that this balancing test should be done in conjunction with the FOIA exemption factors.

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## Health and Safety Exemption

- 91-A:5 states: “Without otherwise compromising the confidentiality of the files, nothing in this paragraph shall prohibit a public body or agency from releasing information relative to health or safety from investigative files on a limited basis to persons whose health or safety may be affected”
- Therefore, even if there is a legitimate privacy interest at stake, and there isn't a compelling enough public interest to warrant disclosure, the records may still be disclosed if they are necessary to protect someone's health and safety, subject to the necessary redactions
- Care should be given to redact all identifying information about individuals with a privacy interest whose health or safety is not at issue

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**NH ADOPTS FEDERAL STANDARD FOR DISCLOSURE OF  
LAW ENFORCEMENT RECORDS - *LODGE V. KNOWLTON*  
118 N.H. 574 (1978)**



- ▶ Freedom of Information Act (FOIA) used to govern disclosure of police investigatory files. Now it operates along with RSA 91-A
- ▶ First, the agency seeking to avoid disclosure must establish that the requested materials were “compiled for law enforcement purposes.
- ▶ Second, if the entity meets this threshold requirement, it must then show that releasing the material would have one of the six enumerated adverse consequences.

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## What is a Law Enforcement Agency?

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Was the record gathered for law enforcement purposes?

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This exemption not just for agencies that are officially designated as law enforcement agencies

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Applies to all records compiled by any type of agency for law enforcement purposes, including in civil and criminal matters

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What are the authorized activities of the agency involved?

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A mixed-function agency encompassing both administrative and law enforcement duties can satisfy the threshold requirement by showing that the pertinent records were compiled pursuant to the agency's law enforcement functions

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## Montenegro v. City of Dover 162 N.H. 641 (2011)

Thus, to withhold materials under the modified test adopted in *Murray*, an agency need not establish that the materials are investigatory, but need only establish that the records at issue were compiled for law enforcement purposes, and that the material satisfies the requirements of one of the subparts of the test.

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## Law Enforcement Records FOIA Exemption Factors



- ▶ Factor A: Interfere with law enforcement proceedings
- ▶ Factor B: Interfere with fair trial
- ▶ Factor C: Invasion of privacy
- ▶ Factor D: Confidential sources
- ▶ Factor E: Disclosing investigative techniques and procedures
- ▶ Factor F: Endangering life or safety

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## Factor A: Reasonably Expected to Interfere with Law Enforcement Proceedings



Two step analysis:

- (1) Whether a law enforcement proceeding is **pending** or **prospective**, and
- (2) Whether release of information about it could **reasonably** be expected to cause some articulable harm.

➤ Pending Investigations: Exempt

➤ Dormant/Prospective: Exempt, as long as prospective investigation is “concrete”

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## Factor B: Deprive a Person of Right to Fair Trial or Impartial Adjudication

Two-part test:

- (1) That a trial or adjudication is pending or truly imminent; and
- (2) That it is more probable than not that disclosure of the material sought would seriously interfere with the fairness of those proceedings



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## Factor C: Could Reasonably Be Expected to Constitute an Unwarranted Invasion of Privacy

- Information that would lead to embarrassment, harassment, disgrace, loss of employment or friends .
- Guards the privacy interests of a broad range of individuals, including government agents, personnel, confidential sources, and investigatory targets.
- Protects a broad notion of personal privacy, including an individual's interest in avoiding disclosure of personal matters.
- Notion of privacy encompasses the individual's control of information concerning his or her person, and when, how, and to what extent information about them is communicated to others.



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### **EXEMPTION 7 (D) RECORDS WHICH COULD REASONABLY BE EXPECTED TO DISCLOSE THE IDENTITY OF A CONFIDENTIAL SOURCE**

Exemption 7(D) is comprised of two distinct clauses:

- ▶ 1<sup>st</sup> clause protects identity of confidential sources
  - ▶ 2<sup>nd</sup> clause protects all information obtained from the source
  
  - ▶ Was the source given express promise of confidentiality?
- OR**
- ▶ Can an assurance of confidentiality be inferred from the circumstances surrounding receipt of the information?

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**EXEMPTION 7(E) - DISCLOSURE WOULD REVEAL TECHNIQUES AND PROCEDURES FOR LAW ENFORCEMENT, *OR*, WOULD DISCLOSE GUIDELINES FOR LAW ENFORCEMENT INVESTIGATIONS OR PROSECUTIONS *IF SUCH DISCLOSURE COULD REASONABLY BE EXPECTED TO RISK CIRCUMVENTION OF THE LAW.***

- Probably provides "categorical" protection for law enforcement techniques and procedures. . . . FOIA sets a "relatively low bar" for withholding under this exemption
- Courts have uniformly required that the technique or procedure must not be well known to the public
- "guidelines" = means by which agencies allocate resources for law enforcement investigations (whether to investigate)
- "techniques and procedures" = the means by which agencies conduct investigations (how to investigate)

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**EXEMPTION 7(F) REASONABLY BE EXPECTED TO ENDANGER THE LIFE OR PHYSICAL SAFETY OF ANY INDIVIDUAL**

- Originally only protected law enforcement personnel but was later amended and now protects the safety of any individual.
- Exemption 7(F) can protect the names and identifying information of:
  - non-law enforcement federal employees
  - local law enforcement personnel
  - other third persons in connection with law enforcement matters such as:
    - ✓ names of and identifying information about inmates
    - ✓ private security contractor companies
    - ✓ identities of medical personnel who prepared requester's mental health records would endanger their safety
    - ✓ identifying information about individuals who provided information about alleged criminal activities

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## THE CONDUCT REVIEW COMMITTEE (CRC) EFFECTIVE JANUARY 1, 2023, AND CONVENED MAY 2, 2023

- Law enforcement agencies must report all allegations that if sustained would constitute misconduct within 15 days of receipt of the complaint
  - The determination is based on whether it would be misconduct if the facts as alleged were true, regardless of the outcome
  - RSA 106-L: report all crimes, trustworthiness or credibility incidents, discriminatory conduct, racist conduct or statements, acts or omissions causing doubt, egregious dereliction of duty, excessive and illegal force
  - RSA 105:19: certain crimes witnessed by other officers (assault, sexual assault, bribery, fraud, theft, tampering, chokehold, excessive and illegal force) – 7 days
- The agency or its governing executive shall refer to the CRC any misconduct complaints made against the executive officer

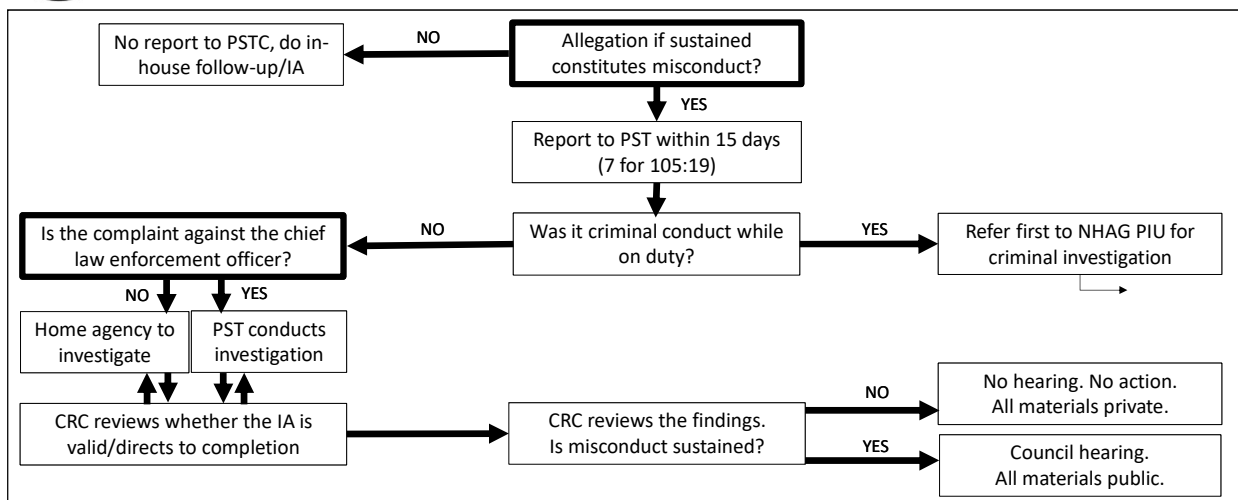
<b>200</b>	<b>Complaints Received</b>
<b>102</b>	<b>Closed</b> - dismissed (no jurisdiction, insufficient cause to proceed, not misconduct) - investigated and misconduct cleared (unfounded, exonerated, not sustained)
<b>4</b>	<b>Sustained</b> - preparing for a hearing at the Police Standards and Training Council

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## THE MISCONDUCT PROCESS: COMPLAINT, INVESTIGATION, AND DETERMINATION



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## CRC RECORDS AND THE RIGHT-TO-KNOW LAW: RELEASE AND PROTECTION UNDER RSA 106-L:22

- Balances protecting “the reputation of law enforcement officers from public disclosure of unwarranted complaints” and “the public right to know of any action... based on a sustained finding of misconduct”
- CRC meetings are closed to the public, and all records and investigations are protected from disclosure and not discoverable unless specified in that section (e.g., prosecutorial release of exculpatory evidence from sustained findings)
- The Council is required to publish a “register of all complaints reviewed by the committee which shall be open to public inspection and copying,” which for closed complaints does not identify the officer or agency

CRC Case #	Initial Complaint	Nature of Complaint	Summary of CRC Disposition
2023-014	4/22/2023	RSA 106-L:2,V(b)(3) misrepresentation or tampering	6/22/2023 Found allegation of misconduct if sustained; RSA 106-L:2,X valid investigation completed; Facts and conclusions support the finding of unfounded; Closed as unfounded
2023-017	3/29/2023	RSA 106-L:2,V(f) egregious dereliction of duty	6/22/2023 Dismissed: RSA 106-L:18,III(b) lack of jurisdiction

- Complaints sustained by the CRC are presented at a public hearing of the Council and contained in a separate online register, and all records relied upon by the CRC and anything else considered by the Council are publicly available
- These same protections do not necessarily apply to records in your agency's possession, and the CRC will work with you to minimize creation and exposure of records **[Stacie: 603-271-0723]**

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## **PRODUCTION OF RECORDS AND REMEDIES**

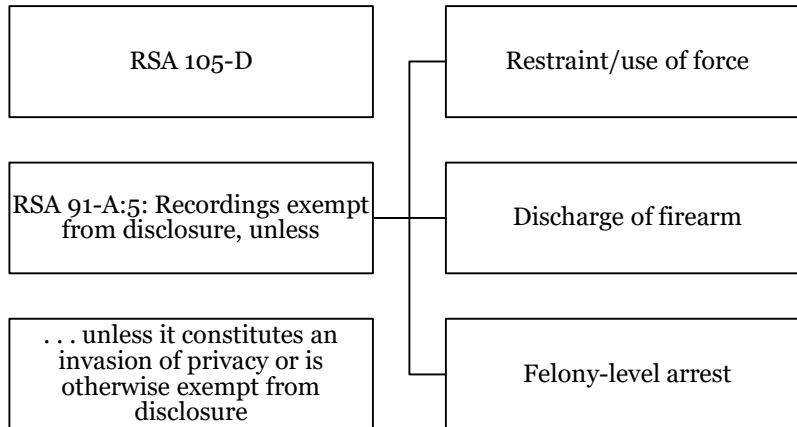
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### Requests for Use of Force Policy

- Could it be concluded that public disclosure of Use of Force protocols, or standard operating procedures, would reasonably be expected to risk circumvention of the law by providing those who wish to engage in criminal activity with the ability to adjust their behavior in an effort to avoid detection?
- Using the information in a Use of Force Policy, would those engaging in criminal acts be able to adjust their behavior by disguising their movements and then strike out violently before the officer can appropriately respond?

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## Body Worn Cameras (BWCs)



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## Body Worn Cameras: Record Retention

### General rule:

- Permanently destroy/overwrite 30 – 180 days after recording

### Exceptions:

- Keep minimum 3 years
  - Deadly force
  - Discharge of firearm
  - Death or serious bodily injury
  - Encounter resulting in complaint
  - Evidence
- Keep for as long as legally required
  - Pending case, court order
  - Retain as training tool

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# Motor Vehicle Records

- RSA 260:14, VII, VII-a: Can release accident reports to certain persons:
  - Owner/Operator
  - Passenger
  - Pedestrian Injured
  - Owner Property Damaged
  - Insurance Companies
  - Lawyers
- Can charge reasonable fee
- RSA 260:14, XI-a: Liability protection for improper release

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# Police Reports

- Police reports have a privacy interest associated with them and should not be released to anyone who comes asking
- A defendant is entitled to a copy of their police report through the discovery process. They are not always given a fully unredacted version! Don't get caught in a situation where the PD is providing a defendant with the information they need to track down a protected witness, spouse, girlfriend, etc
- If you are being asked to disclose a police report, apply the same balancing test and make redactions as necessary

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## Arrest and Prosecution Records after Annulment

- Records maintained by arresting and prosecuting entities documenting conduct underlying an annulled conviction are not categorically exempt from disclosure under RSA 91-A:4, I, which exempts records otherwise prohibited by statute for public inspection. *Grafton County Attorney's Office v. Canner*, 169 N.H. 319, 328 (2016)
- Note that *Canner* did not address the issue of whether such records may be exempt under another provision of RSA 91-A, such as the work product or privacy exemption of A:5, IV
- The Court did say that an annulment does not “turn the public event of a criminal conviction into a private, secret, or secluded fact” and the public “has a substantial interest in understanding how investigations and alleged crimes are conducted, and how prosecutors exercise their discretion when deciding whether to prosecute, reach a plea agreement, or try cases”

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## Rights of Crime Victims

**RSA 21-M:8-k, II**

To the extent that they can be reasonably guaranteed by the courts and by law enforcement and correctional authorities, and are not inconsistent with the constitutional or statutory rights of the accused, crime victims are entitled to the following rights

...

(m) The right of confidentiality of the victim's address, place of employment, and other personal information

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## Domestic Violence Victims Addresses

**RSA 7:41**



Allows victims of domestic violence to designate a substitute mailing address with the AG's office



Substitute mailing address is kept confidential



Must apply to program with AG's office

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## Confidentiality of Education Records

**RSA 193-D:7**



Safe School Zone Statute



Law enforcement and school can exchange only particular information



“Reasonably relates to delinquency or criminal conduct”  
– Theft, Destruction, or Violence

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## If Not Exempt, Disclose

- ▶ Right to inspect, copy, and make notes of records
- ▶ →Electronic Records, RSA 91-A:4, V
- ▶ Records should be available on regular business premises during regular business hours
- ▶ Record must be reasonably described
- ▶ There is no obligation to compile, cross reference or assemble records
- ▶ Motive is irrelevant\*

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We have 5  
days  
...right?



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## “Something” w/in 5 Days

### **As of Jan. 1, 2020, municipalities must:**

- Provide a written statement of time necessary to determine whether request granted or denied; AND
- *Provide a reason for the delay!*
- Amendment to RSA 91-A:4, IV – HB 396 – 2019 NH Laws Chapter 107

### **NHMA Suggestion for Reason for Delay –**

- Need time to determine whether or not record exists;
- Need time to determine whether it is disclosable;
- If disclosable, need time to determine how much time it will take to make the requested records ready for review or copying

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## Albert S. Brandano v. S.A.U. 16

- It is permissible to ask for a reasonable amount of time to produce records, depending on the size and scope of the request
- If you say that records are going to be available after a certain amount of days, make sure they are available, or communicate that you need more time
- If records are already publicly available, it is permissible to inform the requester on where they can find them

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- ▶ Records must be provided *only* when they are immediately available for release
- ▶ RTK *does not* give citizens the right to review records in any quantity and wherever kept immediately upon demand
- ▶ Requiring appointment to review records permitted

***Brent v. Paquette*, 132 N.H. 415  
(1989)**

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- ▶ RTK does not require document compilation
- ▶ To “compile” is “to collect and assemble (written material or items from various sources) into a document or volume or a series of documents or volumes
- ▶ The ruling in *Brent v. Paquette* shields agencies from having to create a new document in response to a RTK request, it does not shelter them from having to assemble existing documents in their original form

***New Hampshire Civil Liberties Union v. City  
of Manchester*, 149 N.H. 437 (2003)**

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# No Flat Fees!

• ONLY REASONABLE FEES ARE ALLOWED!

• RSA 91-A:4, IV



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## Retention of Police Records, RSA 33-A:3-a

XCVII. Police, accident files-fatalities: 10 years.

XCVIII. Police, accident files-hit and run: statute of limitations plus 5 years.

XCIX. Police, accident files-injury: 6 years.

C. Police, accident files-involving arrests: 6 years.

CI. Police, accident files-involving municipality: 6 years.

CII. Police, accident files-property damage: 6 years.

CIII. Police, arrest reports: permanently.

CIV. Police, calls for service/general service reports: 5 years.

CV. Police, criminal-closed cases: statute of limitations plus 5 years.

CVI. Police, criminal-open cases: statute of limitations plus 5 years.

CVII. Police, motor vehicle violation paperwork: 3 years.

CVIII. Police, non-criminal-internal affairs investigations: as required by attorney general and union contract and town personnel rules.

CIX. Police, non-criminal-all other files: closure plus 3 years.

CX. Police, pistol permit applications: expiration of permit plus one year.

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## Retention of Correspondence

### RSA 33-A:3-a

XXV. Correspondence by and to municipality-administrative records: minimum of one year

XXVI. Correspondence by and to municipality-policy and program records: follow retention requirement for the record to which it refers

XXVII. Correspondence by and to municipality-transitory: retain as needed for reference

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## Archive Paper Records in PDF/A?

*Any* municipal records in paper form listed in RSA 33-A:3-a may be transferred to electronic form (PDF/A Format ONLY), and the original paper records may be disposed of as the municipality chooses

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## Deletion of Electronic Governmental Records



A governmental record in electronic form is no longer required to be disclosed once it has been “initially and legally deleted.” RSA 91-A:4, III-b



A record can be “legally deleted” if it is not subject to a retention period, or if the required retention period for that record has expired

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### **ELECTRONIC RECORDS ARE ONLY TRULY DELETED WHEN NO LONGER READILY ACCESSIBLE – *Ortolano v. Nashua, August 18, 2023***

- City of Nashua practice to have emails automatically deleted after 120 days and were only retained on personal U-drives. Emails not retained on personal U-drives were deemed deleted
- However, the City had backup tapes from which deleted emails could be extracted
- The City argued that the emails were “initially and legally deleted,” and the extraction from backup tape process should deem those emails as no longer readily accessible
- The NH Supreme Court disagreed since the City’s IT employee testified the emails could be made available with a couple of hours work

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## How are Violations of RSA Chapter 91-A Enforced?



Office of Right-to Know Ombudsman  
established effective 7/1/22



“Aggrieved person”



Lawsuit or by complaint to Ombudsman



RSA 91-A:7, :7-a, :7-b, :7-c,8

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## 2022 – Chapter 250 – HB 481 – Right-to-Know Ombudsman (eff. 7/1/22)

- Alternative process to resolve complaints under RSA 91-A
- In lieu of filing suit in the Superior Court, complaint may be filed with the Ombudsman
- Aggrieved party must make an election to either file complaint with the Court or the Ombudsman - filing with one forecloses filing with the other
- Ombudsman is administratively attached to the NH Dept. Of State
- Ombudsman nominated and confirmed by the Governor and Executive Council

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## **2022 – Chapter 250 – HB 481 – Right-to-Know Ombudsman (eff. 7/1/22)**

- Simplified complaint process -after complaint received, public body is given notice and required to respond with an answer to within 20 days
- Ombudsman is empowered to: (1) Compel timely delivery of public records; (2) conduct in-camera review of records; (3) compel interviews with the parties; (3) order attendance at hearings; (4) order access to public records or access to meetings; (5) make any finding or order as permitted by the Superior Court under RSA 91-A:8

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## **2022 – Chapter 250 – HB 481 – Right-to-Know Ombudsman (eff. 7/1/22)**

- Decisions by the Ombudsman may be appealed to Superior Court within 30 days
- All factual findings by Ombudsman deemed lawful and reasonable
- Decisions not appealed may be registered in Superior Court and be enforceable through contempt proceedings

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## Remedies for Violations

- Attorney's fees and/or costs to petitioner
- Invalidation of an action
- Civil penalty against an individual officer, employee, or other official for bad faith violations
- Injunction
- Remedial training
- Knowing destruction: misdemeanor
- Attorney's fees and costs may also be awarded to a public body, agency, employee, or official when the lawsuit was brought in bad faith, or was frivolous, unjust, vexatious, wanton, or oppressive

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## Useful Practices

- Five "types" of requests:
  - 1. Individual citizens
  - 2. Attorney's
  - 3. Educational institutions or researchers
  - 4. 1<sup>st</sup> Amendment auditors
  - 5. Predatory Requests
- Create a spreadsheet to keep track of requests
- All emails are responded to with an in-person appointment requirement
- Use of a sanitized laptop for viewing electronic records
- PD provides USB or DVD for a fee, or citizen bring unopened media of their choice

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## OTHER INFORMATION SOURCES

**NH Attorney General's Right to Know Memorandum:**  
<https://www.doj.nh.gov/civil/documents/right-to-know.pdf>

**U.S. Department of Justice Guide to the Freedom of Information Act:**  
<https://www.justice.gov/oip/doj-guide-freedom-information-act-0>

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## Recent Questions & Answers

**Question:** I though the law says that I can't ask why a person wants certain records. How then do I determine the public vs. private interest test without more information?

**Answer:** The law does not allow you to prevent access to public records because you don't like what the person intends to do with those records, and therefore, you can't ask for the purpose of the request once the records have been deemed disclosable. However, it appears to be inherent in the court language establishing the public v. private balancing test that some background information may be necessary to determine if the records are even disclosable in the first place.

The best practice may be to address the requests with the information provided, and then leave it up to the requestor to provide supplemental information if they wish. For example, if someone makes a blanket request for police reports, you would likely respond by denying that request under the privacy exemption contained in RSA 91-A:5. However, it could be explained that without further information about the nature of the request, it will not pass the balancing test. If the requesting party wishes to provide additional information which will allow you to better analyze the request, you may be able to change your initial response.

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## Recent Questions & Answers

**Question:** Someone made a request for any police reports associated with certain local officials. There is no reference to a specific incident and it seems like they are just fishing to see if these people have ever had any police involvement.

**Answer:** This sounds very much like the Welford v. State Police case. While this case is only a superior court decision, it is still a compelling authority for similar cases. In this case, someone filed a right to know request of the state police seeking any reports or investigative files on a certain individual who happened to be a member of a local school board. The state police responded by saying that they would neither confirm nor deny the existence of any such records, because admitting that any such records existed in and of itself could be a violation of this person's privacy.

If you have someone fishing for any police involvement with another private citizen, and they are unable to even indicate a specific instance or occurrence they are aware of, the proper response under this Welford decision may simply be to neither confirm nor deny the existence of any such records.

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## Recent Questions & Answers

**Question:** I have a person demanding that I produce records via email without first making an in-person appointment. They want to know what authority I have to deny them electronic records?

**Answer:** The very first sentence of RSA 91-A states: Every citizen **during the regular or business hours** of all public bodies or agencies, and **on the regular business premises** of such public bodies or agencies, has the right to inspect all governmental records in the possession, custody, or control of such public bodies or agencies. This is not a requirement but rather the minimum level of compliance you must provide under the law. You may choose to provide records in whichever way you see fit. However, all that is legally necessary is for records to be made available on the regular business premises upon first inspection.

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## Upcoming Workshop and Webinars!



**SAVE THESE DATES!**

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## Upcoming Workshop and Webinars!

**BEA**  
New Hampshire Department of  
BUSINESS AND  
ECONOMIC AFFAIRS



### REGISTRATION OPEN! Local Solutions to the State's Housing Crisis Webinar Series

A series of webinar presentations (Every Thursday from February 15 - March 14) from subject experts that will highlight what cities and towns are doing to provide local solutions to the state's housing crisis. Webinars are complimentary and run from 12:00 noon - 1:00 pm.

**REGISTRATION NOW OPEN!**

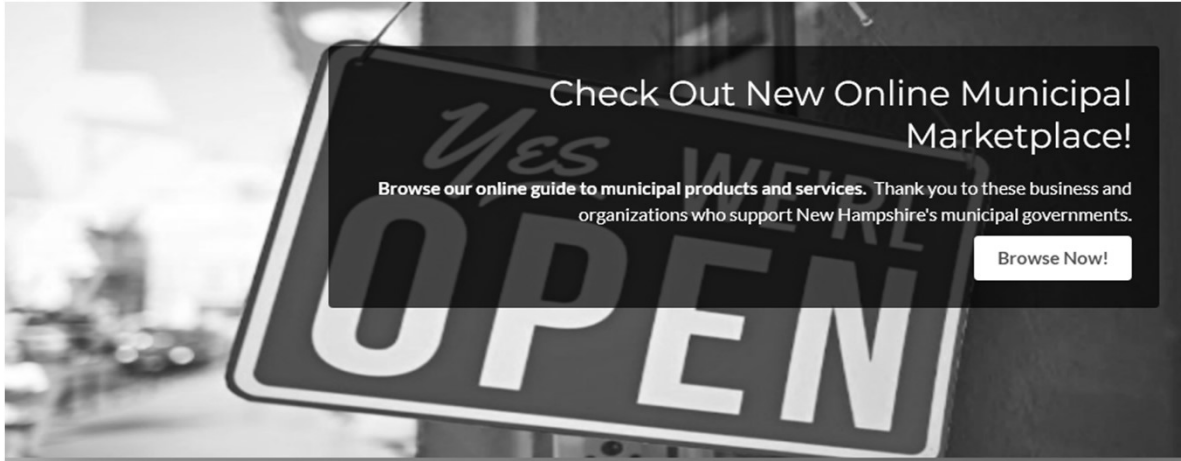


**WEBINAR DESCRIPTIONS AND LINKS**

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## SAVE THESE DATES!

The 83rd Annual Conference and Exhibition will be held on Wednesday, October 30 and Thursday, October 31 this year.

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A Halloween-themed graphic for the NHMA's Annual Conference and Exhibition. At the top, it says "BOO! WE'RE MOVING...". Below this is a dark, spooky scene with a skull, hands holding a sign, and jack-o'-lanterns. The sign reads "NHMA'S ANNUAL CONFERENCE AND EXHIBITION TO OCTOBER." At the bottom, there is a dark box with the NHMA logo (a map of New Hampshire) and the text "SAVE THE DATES OF WEDNESDAY, OCTOBER 30 &amp; THURSDAY, OCTOBER 31" and "WE PROMISE YOU A SPOOKTACULAR TIME!".

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*for joining us for  
today's workshop!*

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