



National Prosecution Authority

31.12.2020

Record no. 160/01/20

Description of document publicity at the National Prosecution Authority

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## 1 Case register of the National Prosecution Authority

The case register of the National Prosecution Authority is a logical entity that includes the metadata that describes the processing of cases. It is a register of cases that have been instituted, their processing stages and documents related to them. Information included in the case register is contained in the National Prosecution Authority's case management systems and paper material. The case register consists of an information pool of criminal matters and an information pool of administrative matters. The National Prosecution Authority's datasets are not available through an open interface.

## 2 Information pool of criminal matters

### 2.1 Purpose of use of the information pool

The information pool of criminal matters is maintained to monitor the processing of criminal matters (Act on Information Management in Public Administration 906/2019, sections 25 and 26).

The information pool includes the following datasets: matters referred to consideration of charges, summary fine matters, matters on consideration of appeals, matters on orders for prosecution, matters related to appeals to the Supreme Court, matters on offences concerning the freedom of speech, matters on referral to other prosecutors, requests for investigation submitted to a prosecutor, other charge-related matters, and acting as head investigator in criminal matters involving the police.



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## 2.2 Information systems

Criminal matters are recorded processed with the case management and register system of the prosecutor and District Courts (the Sakari information system). Each area of the National Prosecution Authority and the Office of the Prosecutor General has their own separate Sakari database. Criminal matters involving the police are recorded in a specific Sakari database. Summary fine matters processed by the National Prosecution Authority are recorded and processed in the case and document management system of general courts of law and the National Prosecution Authority (AIPA). Matters on consideration of appeals processed at the Office of the Prosecutor General, matters related to appeals to the Supreme Court, matters on referral to other prosecutors, and matters on offences concerning the freedom of speech are recorded in the administrative register of the Office of the Prosecutor General. Matters in security categories I and II are processed on paper. Documents of the information pool of criminal matters ordered for permanent storage by the National Archives of Finland are stored on paper. These include prosecutors' decisions to waive charges and decisions on conclusion of pre-trial investigations. Paper-format documents are stored in locked facilities with restricted access control.

## 2.3 Submission of a request for information

Requests for information should be addressed to the prosecution districts of the Office of the Prosecutor General via email or by post. The search factor can be, e.g., a record number, title of offence or date of offence. Requests for research permits should be submitted to the Office of the Prosecutor General.



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### 3 Information pool of administrative matters

#### 3.1 Purpose of use of the information pool and datasets

The information pool of administrative matters is maintained to monitor administrative matters processed by the National Prosecution Authority (Act on Information Management in Public Administration 906/2019, sections 25 and 26). The information pool includes the following datasets: the National Prosecution Authority's general and financial administration matters, personnel management matters, matters related to the steering and development of the National Prosecution Authority, supervision matters including requests for statements by the supreme guardians of the law, international matters, requests for statements related to expert duties such as preparation of laws, and other matters.

#### 3.2 Information systems

Matters are recorded in the electronic administrative register. The Office of the Prosecutor General, the Prosecution District of Åland, the Prosecution District of Southern Finland, the Prosecution District of Eastern Finland, the Prosecution District of Western Finland and the Prosecution District of Northern Finland each have their own administrative register. Paper-format documents are stored in locked facilities with restricted access control.

#### 3.3 Submission of a request for information

Requests for information should be addressed to the prosecution districts of the Office of the Prosecutor General either via email or by post. The search factor can be, e.g., a record number, designation of matter, date of institution or party instituting the matter. Requests for research permits should be submitted to the Office of the Prosecutor General.



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#### 4 The National Prosecution Authority's contact details for requests for information

Prosecution District of Åland

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Prosecution District of Southern Finland

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Porkkalankatu 13, FI-00180 Helsinki

Prosecution District of Eastern Finland

[ita-suomi.syyttaja@oikeus.fi](mailto:ita-suomi.syyttaja@oikeus.fi)

Askonkatu 9 D, FI-15100 Lahti

Prosecution District of Western Finland

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Prosecution District of Northern Finland

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