

**Title 1—OFFICE OF
ADMINISTRATION
Division 15—Administrative Hearing Commission
Chapter 3—Procedure For All Contested
Cases Under Statutory Jurisdiction,
Except Cases [Under Section 621.040, RSMo]
Where Procedure Is Otherwise Provided For By Law**

1 CSR 15-3.410 Closing of Case Records and Hearings

PURPOSE: This amendment clarifies that parties seeking to close records or portions of records filed with the commission are responsible for identifying and redacting information that may be closed.

PURPOSE: This rule describes the procedure for closing records or a hearing in a particular case, and redaction of personal information from documents filed with the Administrative Hearing Commission, but does not constitute legal authority for closing a record or hearing.

(1) Any party to a case may move to close any record or hearing, **or any portion thereof** in that case. The motion shall be in writing. The party shall file it no fewer than fourteen (14) days before the date the party wants the matter closed. The motion shall cite the legal authority under which the commission may close the record or hearing.

(2) **The responsibility for redacting information that may be closed pursuant to Missouri's Open Record Laws, Chapter 610 including records protected from disclosure by other laws pursuant to 610.021(14), from a document rests solely with counsel, the parties, or any other person preparing or filing that document. The commission's staff will not review each document for compliance with this regulation. Information that may be closed includes, but is not limited to:**

- (A) **Social security numbers;**
- (B) **Testing and examination material used by an agency;**
- (C) **Software codes for electronic data processing;**
- (D) **Financial institution account numbers, credit card numbers, personal identification numbers, or passwords used to secure accounts; and**
- (E) **Personal Health Information.**

AUTHORITY: section 621.198, RSMo Supp. 2013. Original rule filed Aug. 5, 1991, effective Feb. 6, 1992. Amended: Filed June 3, 2002, effective Nov. 30, 2002. Amended: Filed _____, 2016, effective _____, _____.*

**Original authority: 621.198, RSMo 1965, amended 1978, 2001.*

PUBLIC COST: This proposed amendment will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.

PRIVATE COST: This proposed amendment will not cost private entities more than five hundred dollars (\$500) in the aggregate.