

Redacting Documents Provided to the Administrative Hearing
Commission (AHC) to Protect Confidential Information

Documents provided to the AHC are generally open to the public and available on our website. The AHC has a rule addressing the closing of case records and hearings: 1 CSR 15-3.410.

You are responsible for protecting confidential information contained in any document you provide to the AHC.

You are required to redact the following information from any document you provide to the AHC:

- (1) Social security numbers, driver's license numbers, and state identification numbers;
- (2) Financial institution account numbers, credit or debit card numbers, personal identification numbers (PIN), or passwords used to secure any such accounts or cards;
- (3) Dates of birth; and
- (4) Case numbers of confidential, expunged, or sealed court records.

This is not a complete list of information that could be considered confidential. You also should exercise caution when filing documents that include medical records, financial records, proprietary information, or trade secrets. If it is necessary to provide such information to the AHC, you may wish to file a motion to close the records using the process in 1 CSR 15-3.410.

You may wish to consider using initials for minors, victims, and persons protected under orders of protection or restraining orders.