

481—16.8(10A) Confidentiality and redaction of electronic documents.

16.8(1) *Confidential system.* AEDMS is a closed system, and filed documents are only accessible to a registered user who is attached to the case and division staff. Filed documents are not publicly accessible. There are two internal levels of enhanced filing confidentiality.

a. A filing certified by the filer as “confidential” is only accessible to the parties, the administrative law judge (ALJ), and division staff.

b. A filing certified by the filer as “sealed” is only accessible by the ALJ and division staff and is not accessible by any other party or user. This filing designation may only be made pursuant to prior order of the ALJ, and a sealed filing will be rejected if not authorized by order.

c. The responsibility for proper filing is on the filer.

16.8(2) *Omission and redaction requirements.* It is the responsibility of the filer to ensure that protected information is omitted or redacted from documents before the documents are filed.

a. *Protected information that is not material to the proceedings.* A filer may redact protected information from documents filed with the division when the information is not material to the proceedings.

b. *Protected information that is material to the proceedings.* When protected information is material to the proceedings, a filer must certify the document as confidential when submitting the filing to the division.

16.8(3) *Information that may be redacted.* A filer may redact the following information unless the information is material to the proceedings:

- a.* Driver’s license numbers.
- b.* Information concerning medical treatment or diagnosis.
- c.* Employment history.
- d.* Personal financial information.
- e.* Proprietary or trade secret information.
- f.* Information concerning crime victims.
- g.* Sensitive security information.
- h.* Home addresses.

16.8(4) *Improperly included protected information.* A party may ask the division to restrict access to improperly included protected information from a filed document. The division may order a properly redacted document to be filed.

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