

481—16.8(10A) Redaction of electronic documents.**16.8(1) Responsibilities of filers generally.**

a. It is the responsibility of the filer to ensure that a confidential document is certified as confidential.

b. It is the responsibility of the filer to ensure that protected information is omitted or redacted from documents before the documents are filed. This responsibility exists even when the filer did not create the document.

c. The division will not review filings to determine whether appropriate omissions or redactions have been made or whether a document has been properly certified as confidential.

16.8(2) Omission and redaction requirements.

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.

c. *Protected information in a confidential document.* Parties are not required to redact protected information from documents that are certified as confidential.

16.8(3) Information that may be redacted. A filer may redact the following information from documents available to the public 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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