



LIVINGSTON COUNTY HISTORIAN'S OFFICE

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Redaction and Restriction Request Policy

Collections made accessible by the Livingston County Historian's Office are intended to provide accurate and complete representations of historical information for county departments, students, historians, and the general public.

In preparing these collections, the County Historian takes care to identify and remediate information that could significantly threaten the privacy and security of individuals, organizations, or other entities represented in the collections.

Despite these efforts, private information may be included in collections. In such cases, living individuals whose private information is exposed (or who are guardians or conservators acting on behalf of a minor child or an adult) are welcome to submit a redaction or access restriction request. All such requests will be reviewed by relevant Livingston County officials, who may ask for additional information to better understand the issue and its consequences.

Given Livingston County's commitment to preserving the authenticity and integrity of the historical record, the County Historian's Office cannot address errors or inaccuracies in original materials. The office is also unable to redact or restrict access to physical or digital content except in cases where there:

- Are legal concerns (for example, the presence of HIPAA or FERPA protected information);
- Are significant risks to privacy (for example, exposed Social Security numbers); or
- Is documented evidence of a clear and imminent threat to personal safety and well-being.

Please email historian@livingstoncountyny.gov to submit a redaction or restriction request. All requests must include:

- A detailed description of the material;
- The exact URL of the digital material, if applicable;
- Your relationship to the material (for example, it was created by you or represents you);
- The reason(s) for requesting the redaction or access restriction.