

SC Workers' Compensation Commission
Model Order
Sealing of Records

IT IS THEREFORE ORDERED, pursuant to the request of [name of requestor], that [Description of records to be sealed, or "the record of this claim in its entirety"] be SEALED and not made available to the public or any other party not satisfying the Commission of their interest in such records and of the right to inspect them. These records are Ordered to be sealed in order to protect [statement of need for records to be sealed].

IT IS FURTHERMORE ORDERED that the Commission's Information Technology Staff is to identify all copies of the records subject to this Order in the possession of the Commission and destroy all physical copies. The Commission's Information Technology Staff is furthermore ORDERED to store an electronic copy of an image of the sealed records as a file on the Commission's electronic document repository and encrypt or otherwise protect it in such a manner that the contents of the file are only accessible to the Commission's Information Technology staff. Staff must then identify all other locations where copies of the records are stored electronically on the Commission's database and permanently delete such copies.

IT IS FURTHERMORE ORDERED that any party requesting access to the sealed records must petition the Commission and satisfy the Commission of his or her interest in such records and the right to inspect them, and the Director of Information Technology shall provide a copy of the sealed records to the petitioner only upon an Order of the Commission.

IT IS FURTHERMORE ORDERED that the Director of Information Technology shall provide a copy of the sealed records when so Ordered by a court of competent jurisdiction.

AND IT IS SO ORDERED!

Commissioner
South Carolina Workers' Compensation Commission

Columbia, South Carolina

_____, 20__