



TOWN OF WARNER

PO Box 265 ~ 5 East Main St
Warner, New Hampshire 03278-0265
603-456-2298
Warnernh.gov

Select Board:
Harry Seidel, Chair
Michael Smith
Alfred Hanson
selectboard@warnernh.gov

Town of Warner

Policy: **Requests for Suppression of Assessing Ownership Records**

Effective Date:

Approved By:

1. Purpose

This policy establishes a procedure for individuals to request the suppression of their ownership information from publicly accessible municipal websites while balancing the town's obligations for transparency, data integrity, and legal compliance.

2. Scope

This policy applies to ownership records maintained or published online by the Town of Warner's Assessing Department.

3. Eligibility for Suppression

A property owner may request suppression of their ownership information from public-facing municipal websites if they demonstrate a substantiated concern for personal safety, privacy, or other compelling circumstances. This may include but is not limited to:

- Law enforcement personnel
- Victims of domestic violence or stalking
- Public officials facing credible threats

4. Request Procedure

1. **Submission:** Requests must be submitted in writing using the "Ownership Record Suppression Request Form" available from the Assessor's Office.
2. **Documentation:** The request must include:
 - Proof of identity and property ownership
 - A detailed statement of the reason for suppression
 - Any supporting documentation (e.g., court orders, police reports, professional credentials)
3. **Review:** The Assessing Department shall review and respond to the request within thirty (30) calendar days.
4. **Approval/Denial:** Approved requests will result in the redaction or suppression of ownership names from online assessing records. Denied requests will include a written explanation and may be appealed to the Selectboard.

5. Limitations

- Suppression applies only to assessing records publicly accessible online operated by the town.
- Suppression does not affect internal records, records maintained by other governmental agencies, or responses to valid public records requests under applicable law.
- Suppression does not exempt the property from normal assessment, taxation, or legal



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obligations.

6. Hold Harmless Agreement

By submitting a suppression request, the applicant agrees to the following:

Hold Harmless Clause

The applicant agrees to indemnify, defend, and hold harmless the Town of Salem, its officers, employees, and agents from and against any and all claims, damages, losses, liabilities, and expenses (including attorney's fees) arising from or related to the suppression of ownership information, including but not limited to claims of improper suppression, public records law violations, or reliance on redacted information by third parties. The Town assumes no responsibility for ensuring suppression across non-municipal platforms or third-party aggregators of public data.

7. Review and Amendment

This policy shall be reviewed annually by the Assessing Department and may be amended by the Selectboard as needed to address legal or administrative developments.

X

Selectboard Chair

X

Selectboard Member

X

Selectboard Member

Date: _____



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OWNERSHIP RECORD SUPPRESSION REQUEST FORM

For Public-Facing Online Assessing Records Only

Suppression applies only to the Town of Warner's online assessing databases and does not affect public records maintained by other agencies, third-party data aggregators, or valid public records requests under applicable law.

SECTION 1: APPLICANT INFORMATION

Full Name: _____

Phone Number: _____

Email Address: _____

Property Address: _____

Parcel ID (if known): _____

Mailing Address (if different from above): _____

SECTION 2: ELIGIBILITY DECLARATION

- Law Enforcement / Public Safety Personnel
- Victim of Domestic Violence or Stalking
- Elected/Appointed Official Facing Credible Threats
- Other (please describe):

SECTION 3: REQUIRED DOCUMENTATION

- Proof of Identity (e.g., copy of valid government-issued ID)
- Proof of Ownership (e.g., deed, tax bill, or other legal documentation)
- Statement of Justification detailing the reason for suppression request
- Supporting Documents (e.g., court order, police report, protective order, etc.)

SECTION 4: APPLICANT STATEMENT & SIGNATURE

I hereby request the suppression of my ownership information from the Town of Warner's public-facing online assessing databases. I understand that:

- This suppression applies only to online assessing records maintained by the Town of Warner.
- Suppression does not remove records from public access under the New Hampshire Right-to-Know law.
- My application may be denied if incomplete or if it does not meet eligibility criteria.
- Approved requests are subject to periodic review and may be rescinded under future policy changes.

I certify that the information provided is true and complete to the best of my knowledge.



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Signature:

Date:

SECTION 5: HOLD HARMLESS AGREEMENT

By signing below, I agree to indemnify, defend, and hold harmless the Town of Warner, its officials, employees, and agents from and against any and all claims, liabilities, or losses arising from the suppression of my ownership information, including claims of improper suppression or failure to suppress across non-Town systems or third-party websites.

Signature (required):

Date:

FOR OFFICE USE ONLY

Approved Denied

Reviewed By:

Date Reviewed:

Notes: