



POLICY AND PROCEDURE MEMO

No. _____

Date: _____

SUBJECT: REQUEST FOR SUPPRESSION OF ASSESSING OWNERSHIP RECORDS

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 Salem's Assessor's Office.

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 Town Manager.

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 obligations.



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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 Town Council as needed to address legal or administrative developments.

Adopted by the Town Council this 7th day of July 2025.