

**Revised December 18, 2025**

## **FINANCIAL POLICY**

### **SUBJECT: CONFIDENTIAL AND SENSITIVE INFORMATION**

To safeguard information, exempt from public record as defined in section 119.071, Florida Statutes, agencies must only include confidential or sensitive information in the appropriate data fields within the states accounting system, (e.g., FEIN, SSN). Confidential or sensitive information should only be input into the fields that are designated to collect that information.

Agencies must determine whether confidential and sensitive documents must be redacted or in some instances NOT be attached. When the entire document is confidential, it should not be an attachment. If documentation should not be attached, it must be available to Accounting & Auditing (A&A) upon request.

A&A has the expectation that the agency's legal counsel will determine what is confidential and sensitive to that Agency.

If there are questions, contact the Division Directors Office at 850-413-0785.