

## Best Practice Redaction Technology and Services

Accuracy. Simplicity. Power. Integration. Compliance.

### Redaction - What is it?

Redaction is the process of removing confidential or legally protected information contained in a document before being released for public viewing or disseminated to a Third Party.

Examples of non public personal Information includes:

- Governmental identity numbers: (Social Security, Medicaid/Medicare, Veterans Administration, etc.)
- Financial: Bank Accounts and Transaction numbers
- Addresses, telephone numbers, etc.

### The Challenges:

- Compliance with Legal Mandates:  
Governmental and Private Entities must comply with a variety of Federal and State laws which require public access to records and the protection of non-public private information. Legislative examples include: Patriot Act, Health Insurance Portability and Accountability Act (HIPPA), Freedom of Information Act, Gramm-Leach-Bliley Act, to name a few. These laws also impact the discovery process where documents must be provided to opposing council with conditions regarding document content.
- Identify theft:  
This has become a major criminal growth industry in America. The digital age has provided criminals with great opportunity to victimize the unsuspecting public. This trend is likely to continue with additional Federal and State legislation mandating public access to governmental records. It is to be noted that thieves have targeted both governmental and commercial records.
- Theft of Digital Records:  
Theft or misuse of Governmental or private corporation information can caused great embarrassment, expense, or harm to the public or private entity compromised. There have been well publicized incidents were criminals have utilized public or private records in furtherance of a criminal scheme.
- Labor Intensive Manual Redaction Tasks:
  - ◇ Physical file location
  - ◇ Searching for specific document content to be redacted
  - ◇ Blanking out of such information with a black marker
  - ◇ Presenting redacted file for supervisory review

- ◇ Creating a copy of redacted document to ensure information unreadable when held up to light
- ◇ Releasing redacted file
- ◇ Returning both redacted and original file to its repository - further impacting future file storage, retrieval, and management.

This process is *error prone, labor intensive, costly and time consuming.*

### The Solution: Intellinetics Best Practice Redaction Technology and Services

Intellinetics' automated redaction platform, Redactivue™, offers advanced features and benefits not available with other providers. Redactivue™ can run as a pre-process which feeds an existing document repository, as an integrated module of Intellinetics award winning document management platform, Intellivue™, or may be used to integrate redaction-aware document retrieval into other software applications such as case management systems or web portals for fee or non-fee based public consumption. Further, Intellinetics can provide end to end redaction processing solutions as a managed service, whereby the redaction technology and staff at our secure data center process redactions as a service, which minimizes up-front investment and enables client to focus on higher value tasks.

### A Legacy of Redaction Excellence

Since 1994, Intellinetics™ has been delivering leading edge electronic document and content management solutions for public and private sector clients. Intellinetics' strategic focus is to serve clients who desire to transition from manual, paper based records to automated, digital records. Intellinetics solutions are characterized by reliability, security, cost effectiveness, flexibility, and ease-of use. The systems are designed to resolve the specific needs of our clients.

In January, 1996, Intellinetics delivered a redaction-aware document management solution to a premier Ohio State law enforcement agency. The state of the art redaction functionality enabled timely response to record requests while complying with public records laws. Since the initial installation, the redaction functionalities have been expanded to include fee-based public access to reports via the internet. The agency's costs have been dramatically reduced while service to the public has been enhanced.

smarter documents. smarter business.