

Understanding Redactions in Fios Prevail

Overview

Redaction represents a process of removing portions of an imaged document in order to preserve attorney-client, doctor-patient, or other privileged information. Rather than marking the entire document as privileged, you may choose to redact only portions of the document prior to producing it in response to a discovery request.

Documents with an associated TIFF image file can be redacted by those with Redaction Editing privileges (see Redaction User Roles, below).

- Redactions can be added using the Redaction Explorer™ tool in Fios Prevail. Redaction regions can be added by drawing boxes around the portion of the image to be redacted.
- With each redaction, a Privilege Claim must be entered, as well as an optional note about the redaction.
- Existing redaction regions can be edited, including resizing and moving, or deleted while the document redaction status is in a working state (see Redaction Status, below).

Once a document has been redacted and approved in Fios Prevail®, it can be produced as a "burned-in" TIFF image file. Redacted regions which are displayed as translucent boxes in Fios Prevail® are produced as solid black (opaque) regions in their final form. This "burn-in" process completely eliminates the ability to view the underlying image when produced.

Redaction Status

There are three Redaction states - Working, Pending, and Approved.

- A Working status is automatically entered when an initial redaction region is added to a document.
- Once the review is complete for a given document, a Redaction Editor can move the document to a "Pending" status.
- A Redaction Manager can then approve the document for production by moving to an "Approved" status.
 - Only redacted documents that are in an Approved status can be produced, thereby preventing an inadvertent production of an incomplete redacted item.
 - Redacted items cannot be produced natively.

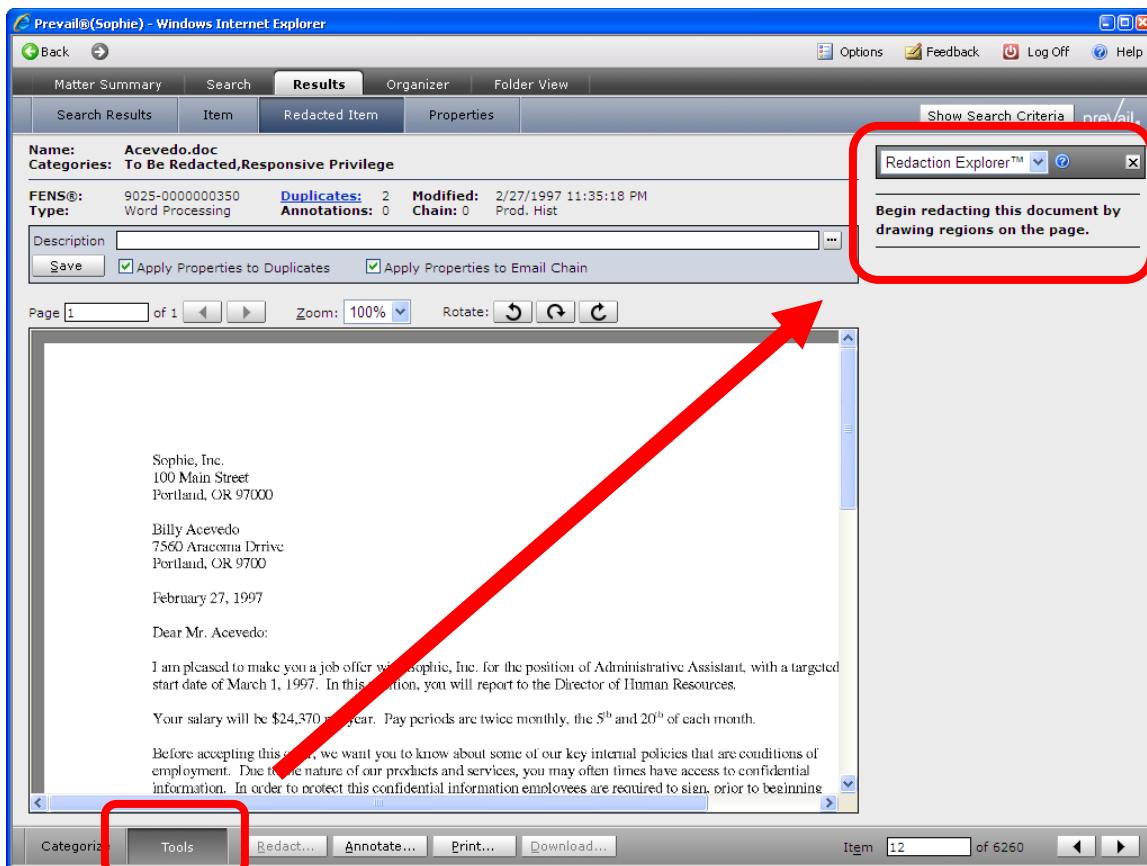
Redaction User Roles

There are two associated user roles (permissions) associated with redactions - the Redaction Editor and the Redaction Manager.

- Either role can add and edit redaction regions to documents that are not in an Approved status.
- Redacted documents in a "Pending" status can only be approved (moved to an "Approved" status) by a Redaction Manager.
- Redacted documents in an "Approved" status can also only be reverted back to a Working status by a Redaction Manager.

Understanding the Redaction Explorer™

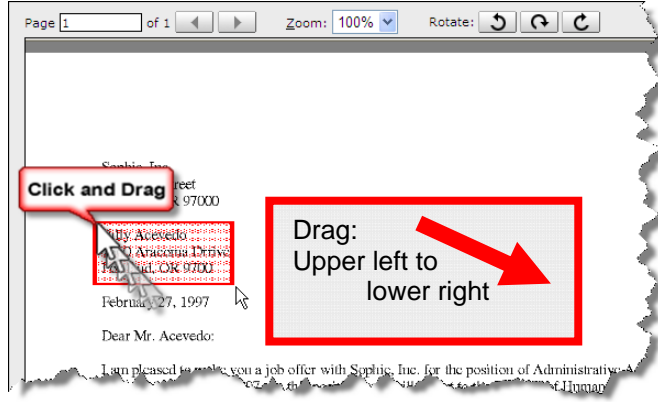
- The Redaction Explorer™ is one of the tools available from any Item view by clicking the Tools button and then selecting Redaction Explorer from the available Tools menu.



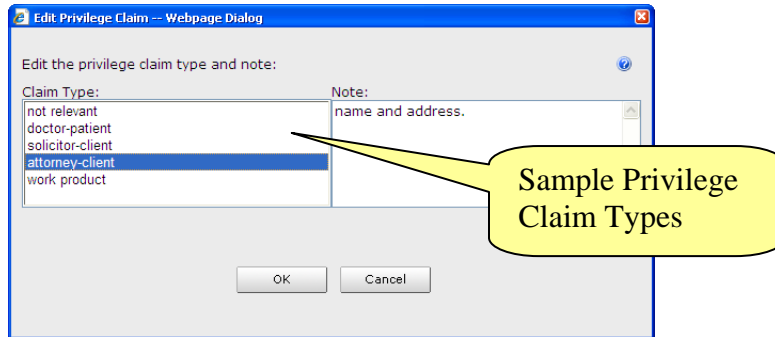
The Redaction Explorer™ allows you to do the following:

Draw Redaction Regions

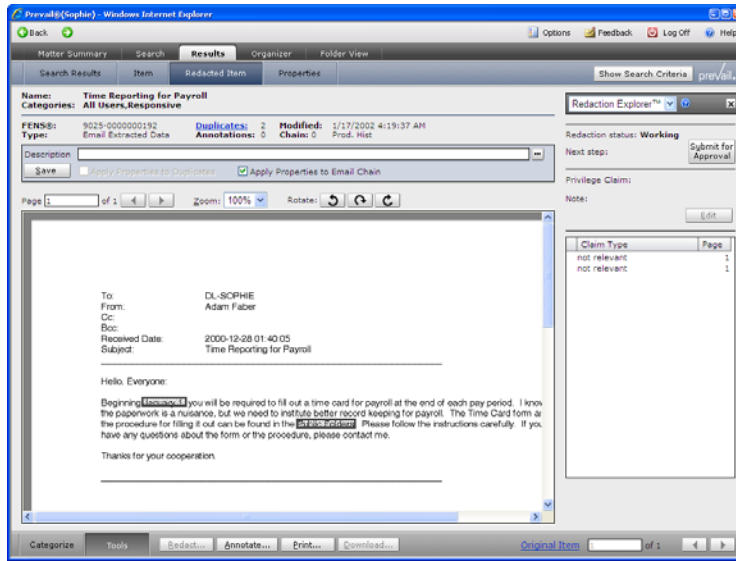
- Redaction regions can be added by drawing boxes around the portion of the image to be redacted.



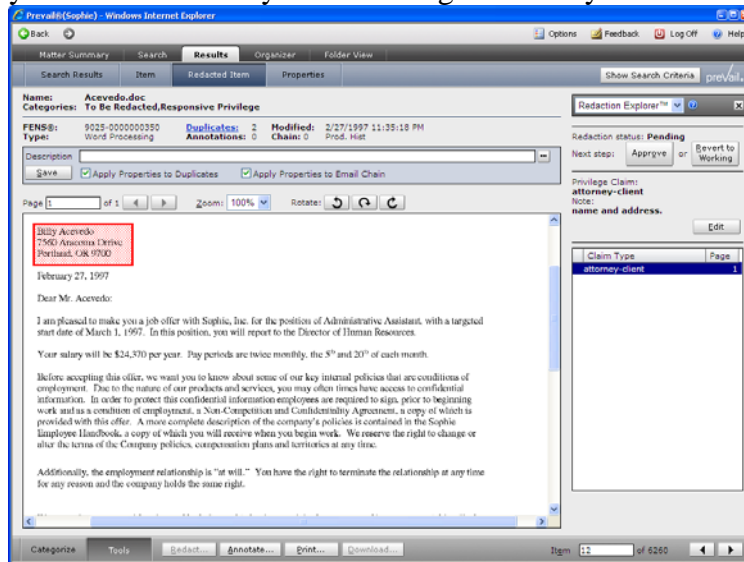
- With each redaction, a Privilege Claim must be entered, as well as an optional note about the redaction.



View/navigate the redactions that have been made to an item.

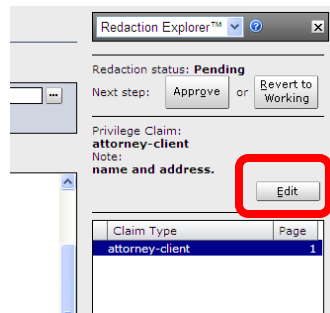


- Select one of the privilege claim items in the list.
- The associated redaction region will be highlighted in red on the image pane. (or you can alternatively select the region directly within the image pane view).



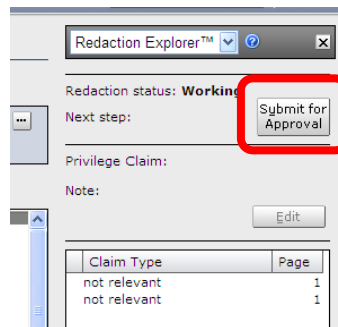
Edit the claim type and note for any redaction region

- Select one of the privilege claim items in the list.
 - Press the Edit Button



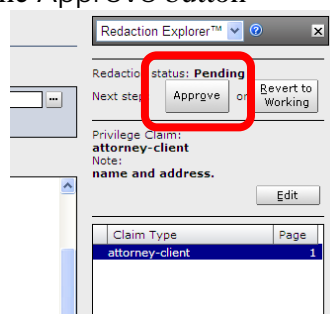
Change redaction status

- Submit a redacted item for approval by pressing the Submit For Approval button.



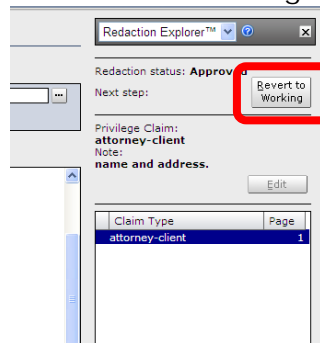
Approve redactions

- Approve a redacted item for production (previously submitted for approval) by pressing the Approve button



Revert an item back to a working state

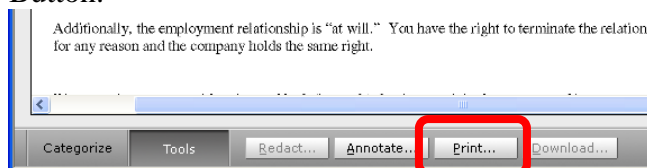
- Revert an item back to a working state (previously submitted for approval) by clicking the Revert To Working button



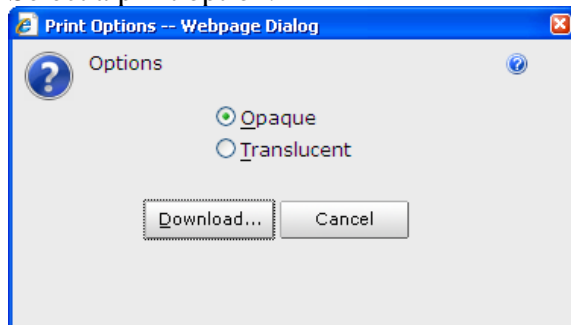
Understanding Redaction Print Options

The Redaction Print Options dialog box allows you to select which version of a redacted document you wish to download for printing locally. Items in a redaction state can only be printed; they cannot be downloaded as native files.

- When the Redaction Explorer is displayed in the Image view, click the Print Button.



- Select a print option.



- Select Opaque if you wish to download the item with opaque (black) redaction regions.
- Select Translucent if you wish to download the item with translucent (grayed) redaction regions.
- Click the Download button to save a copy of the item to your local drive.
- The File Download dialog box appears. Click the Save button.
- The Save as dialog box appears. Browse for a destination to which you wish to save the item, or accept the default location, and click Save.

Producing Redacted Tiffs

All redacted items can only be produced if they are in the “Approved” state. As a safety precaution, our system will not allow a redacted item to be produced if it is in the “Working” or “Pending” state.

Fios employees do not have the authority or ability to approve redactions for the client.

If there are items that need to be produced that are currently in the “Working” or “Pending” state, the client can either push it to the “Approved” state or click on the actual redaction box on the image and delete the redaction.

When the item with the redaction needs to be produced, there are a couple of options to select regarding the tiff image and the text (if text is available for the item).

Tiff Image

The redacted tiff image can be produced the following ways:

1. **Opaque** – A solid black box will appear where the redaction was selected on the document, making the text underneath completely unreadable.
2. **Transparent** – a highlighted box will appear on the redacted portion of the document showing where the redaction took place. The text is completely legible.
 - a. The benefit of this is if you want to keep a copy in house that was sent to opposition.
 - b. You will be able to see where the redaction was applied and still be able to see the text.
3. **None** – The redaction will not show up on the tiff image at all allowing the document to display the full text

Text

If text is available we can associate the text to the image the following ways:

1. **Redacted Text Statement** - We can supply a single text page that stating “This item has been redacted”. The rest of the text for that item will not appear in the production.
2. **OCR’d Redacted Text** – We can supply all of the text for the file excluding any text that was redacted.
3. **OCR’d full text** – We can supply the full text for the document including the text that was redacted.
4. **No Text** – No text files will be associated with the tiff images.