

Redaction Capabilities

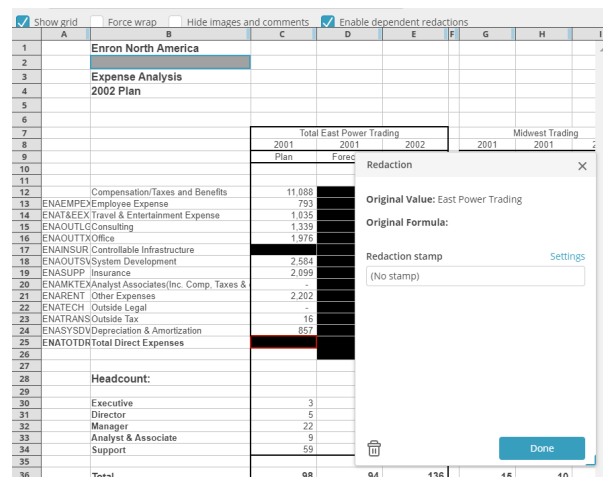
Redactions are arguably the most fundamental aspect of the FOIA process. As data sets increase and diversify, redactions have gone from being a relatively straightforward task, to something more complicated and burdensome. The emergence of audio/video files as a prevalent data type in recent years has further contributed to agency struggles. Everlaw's innovative approach to data handling and redactions makes the process easy again. Improvements like bulk redaction, stamp dropdown menus and A/V redactions help eliminate the stressors that have been contributing to FOIA backlogs for many agencies. A key item to note up front is that Everlaw creates searchable PDF's for most data types automatically during processing, as well as redactable media transcripts and spreadsheet formats. So as soon as the data has been ingested and processed, it is ready for redaction without any additional labor or conversion required.

Bulk Redactions

In Everlaw, with just a couple of clicks, FOIA case teams can effectively hide any selected exempted data across their entire data set. FOIA case teams will have the ability to redact across their entire document corpus (or a selected subset) directly from the results table of a search, or perform individual or bulk redactions directly on documents from the review window. Bulk redaction searches support PII, regular expressions and boolean logic. Redaction stamps can be customized during the redaction process or established in project set-up to populate a drop down window for easy selection. With a single click of a button, FOIA case team members could redact every single instance of a particular term or phrase across millions of documents or within one document. Everlaw also automatically detects certain instances of PII "out of the box" e.g. IP addresses, IBAN numbers, SSN numbers, email addresses, phone numbers and credit card numbers. Users simply have to enable the PII persistent highlight set from the project settings and the content will be highlighted, searchable with a single click and available for bulk or individual redaction. Everlaw can also help the FOIA case team to create custom regular expression searches for other sensitive information like A numbers, agent names and more.

Spreadsheet Redactions

Spreadsheet redactions are a troublesome task in almost every legacy platform. Many require



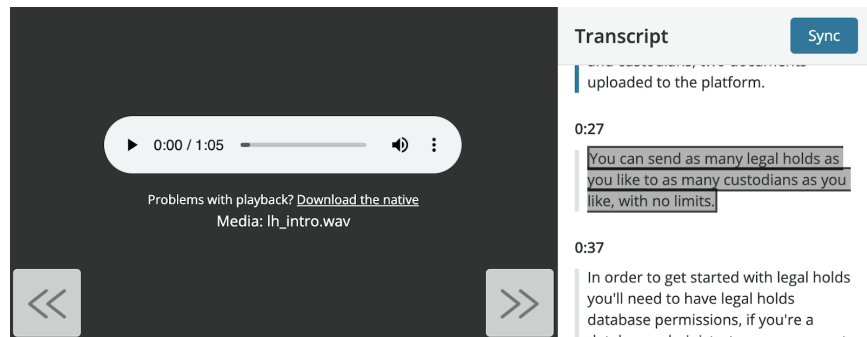


spreadsheets to be imaged, which can result in hundreds of pages of strangely formatted documents and make redacting incredibly cumbersome. Everlaw has a proprietary native spreadsheet viewer that allows users to review and redact spreadsheets directly within the review window, without the need to image on ingestion or production. All hidden content is unhidden automatically, comments are visible and when a user selects a cell/range of cells to redact, the tool automatically identifies any dependent cells/regions and prompts the user to redact those as well. Users can customize those redactions to black them out completely or replace them with a formula or value. At production, a new redacted native of the spreadsheet is generated that cannot be reverse engineered to remove the redactions. This eliminates the need to create cumbersome Excel image files that frequently require manual manipulation and technical time.

Audio Video Redaction

Audio Video redactions have been an area of steadily increasing focus for the Chief FOIA Officers Council and all FOIA teams in recent years. Everlaw has created a streamlined solution that is integrated into our platform without the need for any additional add-ons or plug-ins. Everlaw

automatically transcribes audio video files upon ingestion and makes them fully searchable. Once a FOIA case team has isolated the media files that they'd like to redact, members can select



multiple portions of the audio or video file, or the transcript text and directly redact those portions. Each file area will then be redacted accordingly. For example, if a user selects a portion of the written transcript to redact, that portion of the file's audio and video will also be blacked out/silenced and vice versa. Users will have the ability to preview the results of their redaction settings prior to production, and there are a number of customization settings available when it is time to produce.

We look forward to exploring this topic in more detail during the Chief FOIA Officers Council's NextGen FOIA Tech Showcase. To learn more about Everlaw's redactions, please view [this article](#) in our Knowledge Base, which includes several videos.



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