

# The Ultimate Checklist for Permanent Redaction

What you need to know to permanently  
redact documents in less time.



## Today's redaction methods aren't working.

Professionals tasked with redacting documents often find themselves in a difficult position when it comes to protecting their organization's sensitive data.

While they are committed to fully redacting documents, they are often limited by tools and technology (ahem, black sharpie, we see you) or unaware that their attempts at redacting documents are not fully comprehensive in removing the data that they aim to protect.

**Manual redaction** is time consuming, repetitive and subject to human error, leaving confidential data vulnerable to unauthorized parties.

So, what can be done?

**We have prepared this checklist for professionals who are redacting documents and looking for a more efficient and secure way to protect their organization's sensitive information.**

**The checklist comes in two parts** - the first part covers which information should be redacted, and the second part gives you useful, practical tips on how to redact the right way. Use this as a quick guide to help you permanently redact information easily and efficiently.

# 1 What type of information should be redacted?

Let's start with the question that is probably on your mind:  
**What types of information should be redacted?**

Before you redact your documents, you need to get clear on what your organization considers to be “**sensitive data**”. Here are the types of confidential information that are commonly redacted ↓



✓ Names

✓ Company names

✓ Social Security numbers

✓ Driver's license numbers

✓ Dates of birth

✓ Medical record numbers

✓ Email addresses

✓ Dollar amounts

✓ Account numbers

✓ Phone numbers

✓ Addresses

✓ Signature blocks

✓ Logos

✓ Images

## 2 How to redact the right way?

If you've ever redacted your document in a PDF editing tool, printed out all the pages and scanned them back into your computer just to make sure that your data has been truly redacted — **or even worse** — used a black marker to cover text before scanning the document back into a digital file, you've likely faced the sinking feeling in your gut that something just wasn't right.

These common mistakes make redaction complicated and susceptible to being seen by unwanted eyes.



## Here are some of our top tips for properly redacting your documents ↓

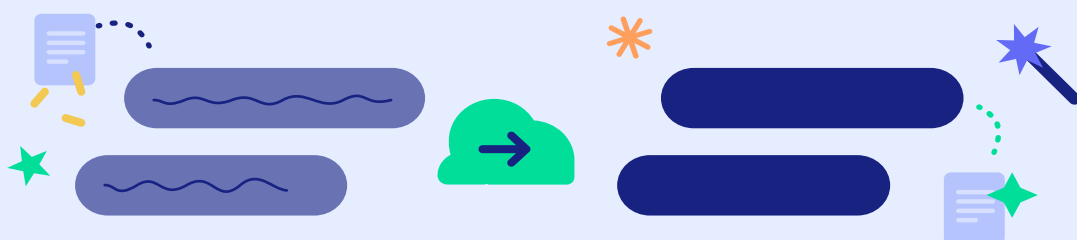


### Automate redaction to save time and ensure that no sensitive data is missed

Manually identifying and protecting sensitive information can present difficulties, as this process is subject to human error. Each document is unique and sensitive information can easily be overlooked — a **tedious process leading to costly errors**.

With automated redaction, you can specify the type of information you wish to be redacted, such as **Personally Identifiable Information (PII)**, **Protected Health Information (PHI)**, **social security numbers**, and **account numbers**, letting the tool work its magic to identify the information in the document to edit or redact depending on the situation at hand.

This allows for the processing of large amounts of information faster and more efficiently, without having to review each document manually, which frees up more time for you to focus on doing what you do best.





## **Ensure that sensitive information is removed permanently — not just covered up**

In order for sensitive information to be fully redacted, it must be permanently deleted from the document, image, or file in which it exists.

Manually covering information, such as using a black box to hide text, is not only time-consuming, but also doesn't provide adequate redaction. A quality redaction software will completely remove text from underneath the redaction box so that the confidential information cannot be uncovered.



## **Remove metadata from files**

All documents contain metadata, such as the author, date created, company name and more. Sometimes it still contains the same information that was redacted from the original file.

If these sources of information are not also removed, inadvertent disclosure of sensitive information can still occur.



## Streamline and simplify redaction with the help of pattern matching algorithms

If you are looking for an easy way to identify sensitive information and ensure its complete removal, consider using an automated [redaction software](#).


Automated redaction platforms use pattern matching algorithms to find sensitive information within a document based on defined rules for the types of text that should be redacted, and then utilize digital search capabilities to rapidly scan through the data and redact where applicable.



# When it comes to redaction, the stakes are high — but Redactable is on your side.

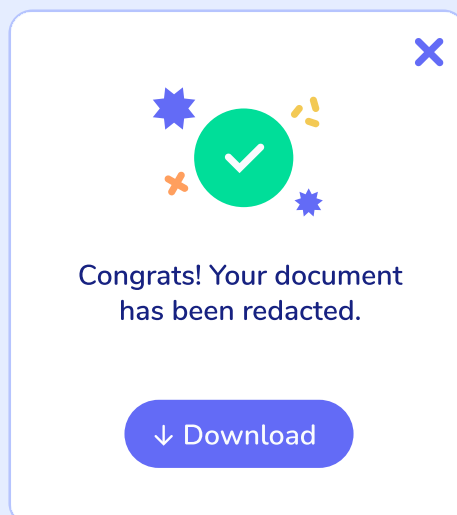
In an era where everything is digital, redaction is more important now than ever. A quality redaction software that allows redactors to eliminate manual tasks and automate the entire process means faster and more accurate redaction.

This has an influence on all levels of the business, as professionals are able to focus their time on the most important tasks, while the company or firm is safeguarded from unwanted data leaks caused by improper redaction processes.

Redactable is a cloud-based application that helps companies redact their confidential data permanently. Our intuitive  Redaction Wizard guides you through the entire redaction process.

Powered by machine learning, Redactable automates redaction by identifying keywords, phrases, or patterns that are likely to be confidential. Users can set up an automatic search for PII, PHI, and other sensitive data, removing them securely in just a few clicks.

Are you ready for a new approach to redaction? [We can help.](#)







# Redaction software that really works.

Automatically redact your documents quickly and efficiently.  
No download, no errors.

[Try for Free](#)

- ✓ Redactable is a web-based application that helps companies permanently redact their confidential documents.
- ✓ We automate redaction, reduce human error, and increase productivity.

