

# REDACTION CHECKLIST

## Defining Your Project Scope for Automated Redaction

**Build a solid foundation for a successful redaction project by following the best practice tips for defining your automated redaction project.**

- Determine goal and scope of project
- Identify business processes impacted by redaction effort based on defined project redaction scope
- Determine project budget, funding, and resource needs
- Establish project governance structure
- Decide whether project will be on-premise, cloud-based, or entirely outsourced
- Review state statutes and other resources
- Decide documents and fields to be redacted
- Inventory types of documents (structured, unstructured, typed, handwritten, etc.)
- Determine your volume of historical and day-forward documents to be redacted
- Determine approach for originals and redacted copies to be accessed
- Obtain project approval
- Determine strategy to fund one-time and ongoing costs

**Once you've completed your checklist, you should be ready to ask your redaction vendor the following questions:**

1. What experience do you have working on similar projects?
2. How do you calculate accuracy?
  - a. Does it improve over time with AI or Machine Learning?
3. How do you handle new privacy legislation?
4. What type of reporting capabilities are available?
5. Can you integrate with our document management system?

To find the answers to these questions, take a look at our detailed whitepaper here:

**[5 Questions To Ask a Redaction Vendor](#)**