



Redaction Options

You hear it every day. Sensitive or personal data is stolen, misused or accidentally revealed—often with devastating results. With state governments passing tough new disclosure and security laws, the responsibility for removing sensitive information—like social security numbers—from certain public records is falling on offices like yours. So how are you supposed to review millions of past records, flag the personal data and remove it from public view—all while trying to manage your existing workload? Make one phone call to Cott Systems—the experts in public records since 1888.

Redaction Service for Historical Images

Cott Systems can help you protect the private information of those you serve with minimal impact on your productivity. We can assist you in creating copies of your images in scope and delivering them to our Data and Image Services Experts. The files are put through an Optical Character Recognition (OCR) process. Based on rigorously tested rules configured to your state's requirements, clues are identified and images containing social security numbers are flagged.

Based on your preferences, our staff will either:

-  Review all flagged images - accepting or rejecting the suggested redactions; or
-  Automatically apply the suggested redactions for faster turn around.

Resolution Automated Redaction Module for Current Images

By adding the Redaction Module to the Cott Resolution suite, the same stringent OCR process is initiated automatically when you scan documents and continue the indexing workflow. Before the image is viewable to the public, social security numbers are flagged and you can accept or reject suggested redactions through an easy, efficient interface. The document is stored in its original and redacted state. User-defined security settings ensure that access and document retrieval processes reveal only the redacted information to public viewers.

True Redaction Means Private Information Stays That Way

Unlike other systems, Cott uses true redaction to protect sensitive information, not just mask it. Masking displays the original document on screen with "black boxes" strategically placed over sensitive information. These boxes are annotations—like a text box or picture—which means they are not implanted in the document. As a result, transmission speed or malfunction could mean the hidden information can be seen by the public during the display process.

Cott's "true redaction" means the black box is permanently burned into the document and sensitive data is never revealed. As the guardian of your constituency's personal data, you can trust Cott to help protect their private information when it comes to public records.

If you'd like to find out more about Cott's Redaction strategies and how we can help you protect your information, please email redaction@cottsystems.com or call 1-800-234-2688 ext. 254.

About Cott Systems

Cott Systems, an innovator in public records management for over 120 years, is a leader today in technology solutions and services for recording, imaging, and searching court and land records across 19 states. Through an important research and development process, which includes significant customer involvement, Cott is driving new technologies and services for local governments by employing up-to-the-minute information and workflow automation, data management and migration, backfile conversions, document redaction services and hosting and disaster planning services. Headquartered in Columbus, Ohio, Cott specializes in understanding and responding to local government information management needs across the country by building a partnership with their customers and the public that they serve.

