

Records Redaction Services

Privacy concerns in the US are rising rapidly, requiring time-consuming, labor-intensive, **effective** document redaction.

California and now Virginia have passed significant consumer data privacy laws. Any sensitive information like genetic, biometric, or precise geolocation data needs permission from a resident to collect and store. The resident has the right to see what data companies have collected about them and correct or delete it. Companies are required to get permission before collecting particularly sensitive types of data related to racial or ethnic origin, genetic data, and geolocation.

California's privacy rules are already in effect. A dozen other states are poised to pass their own privacy laws. Washington, New Jersey and Utah are considering privacy legislation.

For electronic case filing, parties must redact the following personal data identifiers from documents filed with the Court:

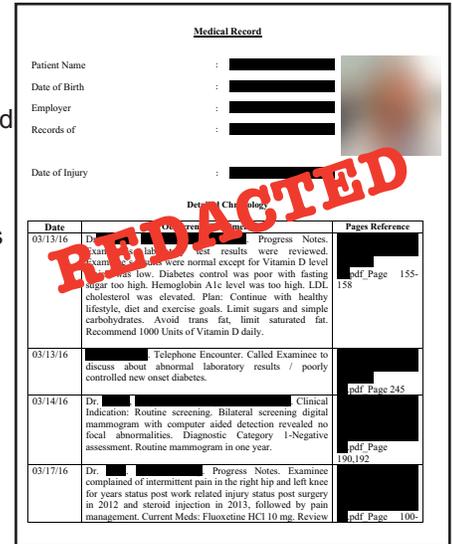
Social Security Number [use the last four digits only if SSN must be included]

Financial account numbers [use the last four digits only if they are relevant]

Names of minors [use the minor's initials only if they must be mentioned]

Dates of birth [use the year only if DOB must be included]

Home addresses [use city and state only if the home address must be included]



We process FOIA requests.

The Freedom of Information Act [FOIA] request gives individuals the right to access information from the Federal government. Blurring faces and redacting identifying information is necessary when releasing information to the public. A Fed organization may receive approximately 2,000 new FOIA and PA requests per year that require initial processing and only about 300 cases per year are processed. A reviewer processes approximately 145 cases per year.

We handle high-volume document processing, redaction, and medical records review.

Law firms, corporations, insurers, government agencies and consumers need to get redaction done. They also need to organize document collections into designated categories, track, redact, Bates-label, and update logs, as well as complete deposition summaries, witness interviews, transcripts, interview memoranda. There is also a need to utilize inhouse eDiscovery platforms and search discovery documents, prepare chronologies, assemble exhibits, prepare exhibit lists, create timelines of key documents, and provide dictation/video/document/data transcription.

Numina MedLegal provides experienced personnel for all of these tasks and more.

- review and index workers compensation case documents to the correct case management file
- organize documents in preparation for legal counsel to review
- enter new FOIA requests into the FOIA database using your FOIA system
- process the FOIA requests
- enter metadata into processing system to facilitate recall of the documents in support of future research
- conduct research to determine relevance of a new search or whether the requested records have been previously declassified and/or released
- conduct line by line review of documents identified as potentially responsive to cases for segregated release
- complete reviews with at least a 90% accuracy rate in accordance with classification and declassification guides
- review documents and records and ensure any documents falling under purview of external organizations are marked for referral or consultation
- review documents and redact information which is sensitive and requires protection
- apply release stamps to documents and cases
- prepare Vaughn indices to include entries that identify the documents withheld; state the statutory exemption claimed; explain how disclosure would damage the interests protected by the claimed exemption
- prepare privilege logs to identify each document deemed to contain privileged material; state the privilege or other exemption claimed; explain how disclosure would damage interests protected by the claimed privilege or exemption
- declassify documents related to litigation cases; record the chronological order of events from beginning to end

Numina-RapidCare Group
www.numinamedlegal.com
www.rapidcare.net
 Over 21 years of exemplary service!



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