

# VeriDact<sup>TM</sup> Correspondence Tracking & eFOIA Suite

## The automated correspondence & FOIA request processing solution

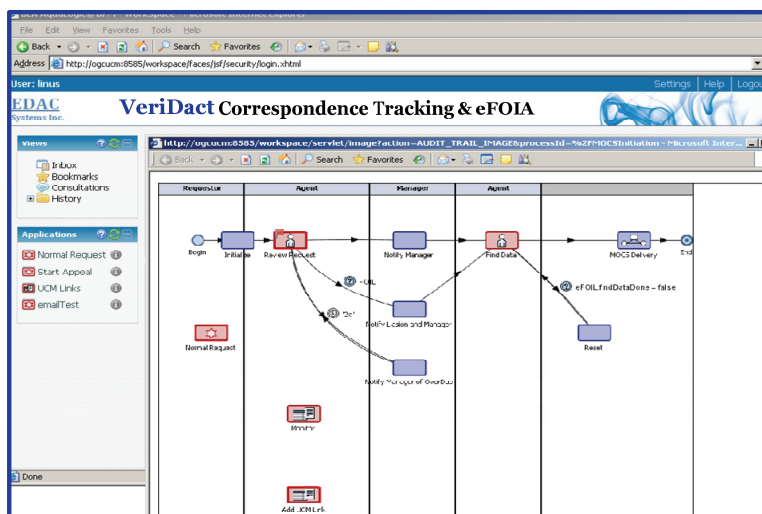
**VeriDact Correspondence Tracking & eFOIA Suite** is software designed to automate the processing of correspondence and FOIA (Freedom of Information Act) requests, ultimately saving time and associated operating costs for government agencies. This unique standalone package offers a comprehensive end-to-end solution designed specifically for the processing of public inquiries and FOIA requests from start to finish.

**VeriDact Correspondence & eFOIA Suite** was created to work in concert with Oracle's Universal Content Manager and Business Process (BPM) software. The package provides streamlining of work steps and improved communication between all involved in the processing of correspondence and FOIA requests. The package combines robust workflow functionality with automated redaction and declassification capabilities, using a simple graphical interface. This solution provides users with the ability to remove confidential information from documents and visually identify, create, update and maintain the automated flow of FOIA request processing and correspondence tracking.

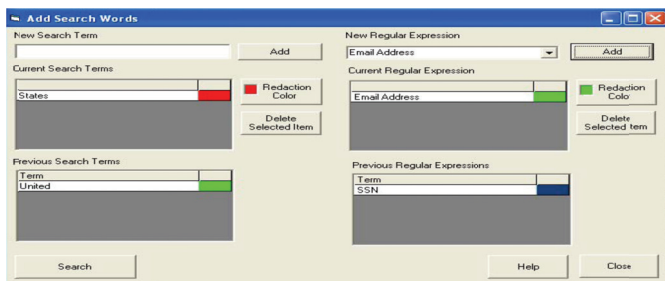
### *VeriDact Correspondence Tracking & eFOIA Suite provides:*

- A secure BPM engine that is highly flexible and customizable
- Enables internal and external reviewers to customize the stages of review for a document
- An easy-to-use graphical interface tool for business processes development, which can be serial, parallel or can change mid-stream based on the users parameters

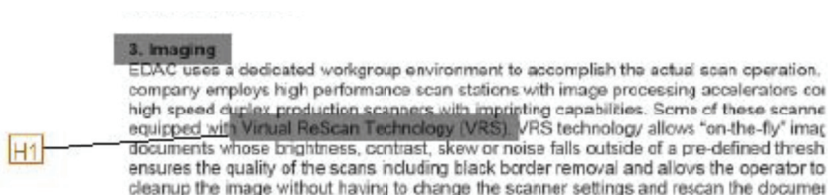
- Secure workflow engine
- Customize review stages
- Easy-to-use graphical interface
- Automatic routing of workflow stages
- Capture, separate and index documents
- Classify documents by content
- Automatically or manually search text
- Redact words, sentences, sections or whole pages
- Provide analyst review for each redaction
- Create and audit trail for legal purposes



- **Automatic routing of process stages once certain criteria in the approval process has been met**
- **Automatic notification and initiation of business process steps**
- **Security classification tools**
- **Capture, separate, and index documents**  
Eliminate printing costs and reduce batch preparation time. Index data can be automatically extracted from every document or page based on an indexing rule set built in to the software
- **Classify documents by content**  
Sort documents and redact the pre-defined words, phrases or concepts based on the redaction rule set
- **Automatically or manually search text**  
Search for a word or phrase
- **Redact words, Regular Expressions, sentences, sections or whole pages of a document**  
Identify words, phrases and concepts for redaction based on a pre-defined rule set using interface below:



- **Assign general exemption codes or customize your own**  
Redaction exemption codes or other annotations can be pre-defined by a rule set or can be customized



- **Provides analyst review and approval for each redaction**  
Draft version of the document is sent to a review / analyst station for redaction validation and verification. See figure above for sample pre-redacted highlighting.
- **Create an audit trail for legal purposes**  
Save the original and redacted version in multiple formats

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# EDAC

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