

Redaction Best Practices

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Follow Specific State Statutes

- It is a best practice for custodians of land records to follow their specific state statutes regarding their duties to redact and/ or provide access to the records.
 - Section 2 (Background); Page 5

Property Address

- As a best practice, the property address should NOT be redacted from land records.
 - Section 3 (Determining The Scope Of The Problem);
Page 5

Consult

- As a best practice, legislators should consult with PRIA and other like organizations such as NACRC, IACREOT and ALTA in bill development.
 - Section 3 (Determining The Scope Of The Problem);
Page 6

Automated Redaction

- As a best practice, PRIA recommends the use of automated redaction tools for digital images.
 - Section 3 (Determining The Scope Of The Problem);
Page 6

Non-Mandated Redaction

- *In the case where regulations do not exist that mandate the redaction of PII.*
 - A leader may want to follow best practices of states requiring redaction to protect resident's PII where state has not mandated redaction and will redact upon a resident's request.

Practical Security Issues

- As a best practice, it is a recommendation of PRIA's Records Access & Privacy Policy's [Records Protection & Redaction](#) Workgroup to only allow access to the redacted version of a document.
 - Section 7 (Balancing Privacy & Security With Accessibility); Page 17

Dots Per Inch (DPI)

- As a best practice, when OCR is a part of the process, 300 DPI TIFF Group 4 is the desired format for best character recognition accuracy.
 - Section 7 (Balancing Privacy & Security With Accessibility); Page 19

Accuracy Methodology

- This paper defines your accuracy methodology and benchmarks given a set of best practices within the industry.
 - Section 8.1 (Calculating Accuracy); Page 21

Benchmarks

- It is also best practice that accuracy benchmarks be conducted prior to purchasing an automated technology, and applied throughout your use of the system to guarantee your redaction processes are producing expected results with known precision.
 - Section 7 (Balancing Privacy & Security With Accessibility); Page 19.

Go Forward Accuracy

- In evaluating accuracy for go forward file processing, the best practice is to perform a separate onsite vendor accuracy benchmark, providing the vendor with documents they have not been given before.
 - Section 7 (Balancing Privacy & Security With Accessibility); Page 22.

Thank You

- Any questions or comments submitted to the [chief drafters](#), Lisa Goldsworthy, Nancy Becker, Ann Kirkbride, Steve McDonald and Carol Foglesong, by August 28, 2012 will be reviewed / consider / incorporated into the final version.