FOI/Redaction

ezescan.
making digital work

FOI (Freedom Of Information)

Many organisations are required by law to service FOI (Freedom of Information) requests for documents relating to a particular person, matter or dispute. Documents pertinent to that request may include information that should not/can not be disclosed to the requesting party (e.g. commercial in confidence information).

Traditionally FOI/redaction is performed using a photocopy of the original document, black masking tape and scissors. Each area of the photocopied original document is painstakingly taped over with black tape. This is very time consuming, especially when multiple versions of the same document are required.

EzeScan FOI includes the ability to add TIF annotations and PDF watermarks, has advanced audit stamp features and allows for image resizing. These tools can be used to quickly edit and publish a document based on content taken from many scanned documents.

Using these tools the FOI Officer can easily black out (redact) specific areas on a document so that particular information won't be disclosed. Comments may also be added next to each blacked out area explaining why access to the area was denied.

Ease of Use

Ezescan FOI is easy to use. No more tape and scissors. It's fully integrated with the EDRMS systems supported by EzeScan, FOI requests can be serviced much faster using EzeScan. FOI Officers will love it!

TIF Annotations

To activate the TIF annotation toolbar click the button on the main toolbar. The annotation toolbar will become active.
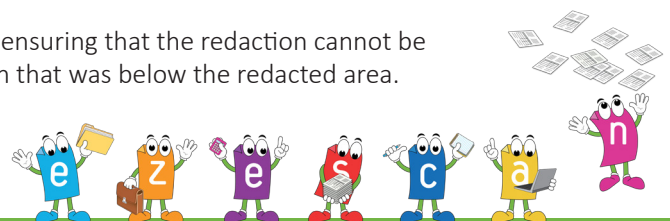

Annotation tools include highlight pen, pencil, rectangle, redact via OCR, text, sticky note, stamp, branding and layer. The highlight pen or rectangle tool can be used to whiteout or blackout part of a scanned document page for redaction purposes. The stamp tool allows the operator to define up to 30 text stamps that explain why the FOI access to an area was denied.

The example below shows 2 areas blacked out using the rectangle tool.

The branding tool burns the annotation permanently onto the image ensuring that the redaction cannot be undone, by anything or anyone to expose the confidential information that was below the redacted area.

Redaction Examples Using EzeScan:

Example One:

First take the document you want to redact, and scan it into EzeScan. Next use the annotation toolbar features in EzeScan to redact the scanned image. Now burn the annotations onto the scanned image so they can't be removed, and save the image as a PDF. Then either print and send or email the PDF to the person requesting the FOI document or upload into one of EzeScan supported EDRMS systems using the EDRMS/KFI/UPLOAD modules.

Example Two:

If the document has already been scanned and saved in one of the many EDRMS systems supported by EzeScan, then the EzeScan EDRMS module can be used to "Import From EDRMS" to import the scanned image. Use the annotation toolbar features to redact the scanned image. You can then place the redacted document back into the EDRMS as either a new document, or a new version of the original scanned document.
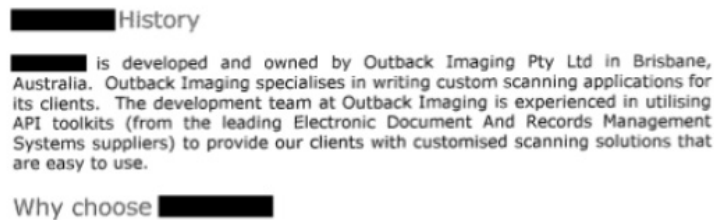
Example Three:

If the document is structured, i.e. a direct debit or application form, EzeScan can perform zone-based redaction automatically. This helps speed up profiling time for the operator as they do not need to manually select the area to redact.

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The EzeScan Advantage

EzeScan provides fast, cost effective business solutions including simplified back scanning, automation of invoice processing, forms data extraction, mailroom/correspondence automation and highly integrated EDRMS imaging. Compatible with all major scanners and with thousands of installations in Australasia, North America, EMEA and the UK, EzeScan is your ideal production batch capture solution.

Who is Outback Imaging?

Outback Imaging is a research and development company specialising in document capture and business process automation. EzeScan is Outback Imaging's flagship document capture product suite. Our products enable clients to substantially reduce the cost of deploying data capture and information processing solutions for unstructured, semi structured, structured hardcopy and electronic documents including email.

To request an evaluation copy of EzeScan or to see a product demonstration please contact your local EzeScan representative.

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