

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF PUBLIC WELFARE

INFORMATION TECHNOLOGY STANDARD

Name Of Standard: eCopy	Number: STD-EKMS013
Domain: Knowledge Management	Category: Enterprise Content Management
Date Issued: 03/11/2009	Issued By Direction Of:
Date Reviewed: 11/17/2013	 Shirley Monroe, Dir of Div of Tech Engineering

Abstract:

This standard states that eCopy is approved software for redacting PDF documents.

General:

What is eCopy?

The primary purpose of eCopy is to scan documents into Adobe PDF format, but the software also includes a feature to perform redaction.

eCopy Redaction Limitations:

eCopy has very few features to automate the redaction process, and requires that the user perform a number of critical steps to ensure the redaction layer cannot be undone by anyone seeking to discover the underlying text.

Approved PDF Redaction Process:

The most reliable way to alleviate any security concerns of a redacted document is to print the redacted version of the document after the redaction is completed. The printed redacted version of a document contains no metadata and provides no means whatsoever to peel off the redaction layer. If the redacted document needs to be in electronic format, the printed copy is to be scanned. Care must be taken to not confuse the original PDF's with the redacted scanned PDF's.

The steps in the Redaction Process:

- 1) Open the PDF document in eCopy
- 2) Redact the document using eCopy redaction tools
- 3) Print out the redacted document
- 4) If an electronic version of the redacted document is required, scan the redacted printed document
- 5) Quality Control the final redacted document
- 6) If the document passes Quality Control, release the document to the appropriate resource

Standard:

eCopy is the software redaction tool.

Exemptions from this Standard:

There will be no exemptions to this standard.

Refresh Schedule:

All standards and referenced documentation identified in this standard will be subject to review and possible revision annually or upon request by the DPW Information Technology Standards Team.

Standard Revision Log:

Change Date	Version	Change Description	Author and Organization
03/11/2009	1.0	New Standard	ECM Team
09/20/2010	1.0	Reviewed	ECM Team
11/17/2013	1.1	Revised	ECM Team