

Return on Investment using RapidRedact

Manual vs. Automated redaction processes

For organizations that have even a portion of their documentation stored electronically, using redaction software is more efficient and economical once a certain threshold is reached in terms of document throughput.

Although these organizations may handle some of their redaction needs with a manual process, research has shown that the main influences that determine whether an electronic redaction method is necessary will vary by:

- **Size of the company**

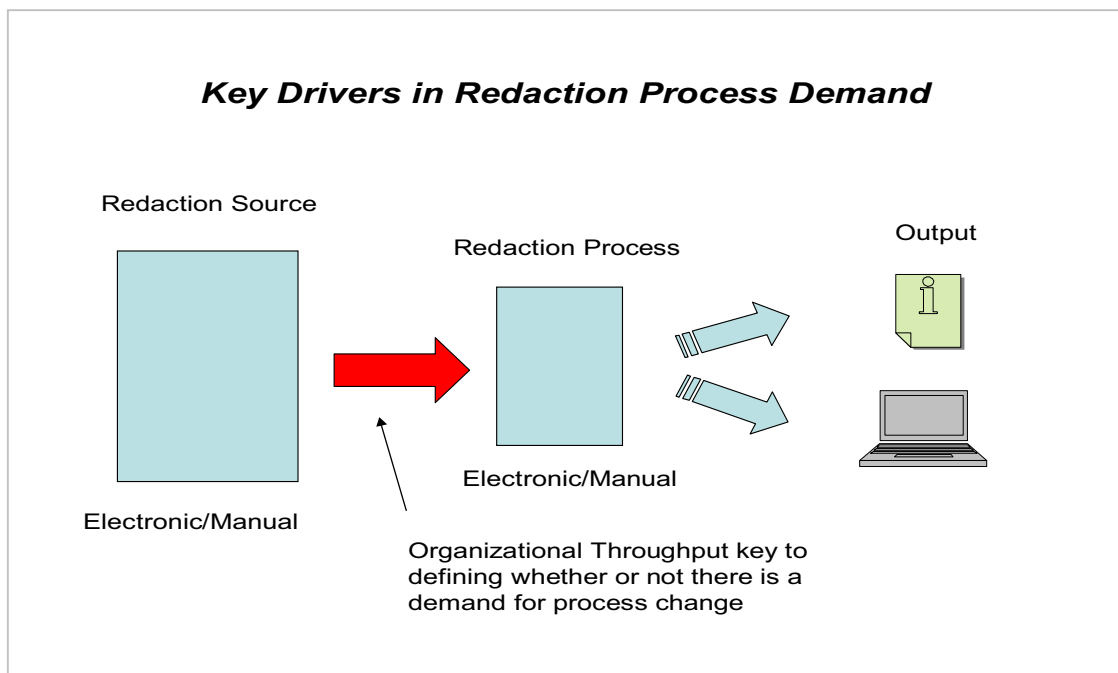
For a small company who responds to limited information release requirements (small documents, few redactions) a day, a manual process is adequate and can be accomplished with limited impact on productivity.

However, as the demand for this process increases, the company will need to consider implementation of a time saving or more efficient process.

- **Company throughput requirements**

The throughput requirements are determined by “number of pages per worker per day,” with a break even analysis determined by whether to use:

- Black / white marker and putting it through a copy machine
- Specialized redaction software



For information about RapidRedact™ or a demonstration, contact a representative at (800)860-8049 ext. 335.

Cost comparison

When the 2 processes are compared, the cost savings become apparent as the redaction throughput for your organization increases, assuming you have a portion of your documents stored electronically.

Process	Marker / White-out & Copy Machine	Specialized Redaction Software
Retrieve source material for redaction	Assume similar search costs + \$0.02 per page photocopy cost, 6 sec per page (assume 10ppm copier)	Reduce search cost by 40% + Scan into DMS (if not stored electronically) -- 10 sec
Redact	Find Markup and review with black marker or white out 1.5 min per page/redaction item	Search and replace text .5 min per page/item
Review	Need to proofread document 1.0 min per page	Need to proofread document 1.0 min per page
Reproduce	Photocopy redacted copy at \$0.02 per page. File redacted copy – filing costs.	Redacted copy stored on file
Distribute	Mail \$0.37/oz Fax – \$0.10 per page	Email – free Mail \$0.37/oz E-Fax - \$0.04 per page
Cost (time/\$)	2.7min/\$.04 per page	1.65min/page No variable cost (assume e-transfer)

RapidRedact is an economical solution for any organization that redacts electronically stored documents using a manual process.

The payback is approx. 60 -120 days for an organization that redacts only 5 pages per day. These payback periods are based on a per page variable cost of \$0.04.

