



FOIA Case Management

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Privasoft AccessPro Suite

For Successful FOIA Process Automation

Meeting the requirements of the Freedom of Information Act (FOIA) can be challenging in itself. Combined with the increased obligations set forth by Executive Order 13392 for Improving Agency Disclosure, and the Open Government Act of 2007, FOIA teams are facing more demanding imperatives. Having sound procedures in place for satisfying these requirements is essential, but only with the use of automated solutions will agencies be able to maintain productivity levels while improving process efficiency.

The AccessPro Suite is Privasoft's fully integrated, proven FOIA case management solution for government agencies of any size. It incorporates best practices gathered from successful installations around the world. It is comprised of five modules:

AccessPro Case Management is a request tracking and reporting system that gives government organizations a tool set to monitor and refine freedom of information processes.

AccessPro Redaction is the imaging module that provides content severing tools and reports designed to build confidence in electronic redaction processes.

AccessPro Portal extends the request handling process through the Web.

AccessPro Accelerator is a high speed search engine that helps to expedite request handling.

AccessPro Workgroup gives anyone involved with the review process a collaborative environment to increase review effectiveness and facilitate communication.

These modules provide easy navigation across all request, redaction and status data to provide a complete picture of the FOI handling process with the detailed state of any request.

The modular design of Privasoft's AccessPro Suite allows the components to be installed either integrated or standalone. This allows for a scalable deployment that can be tailored to meet the unique needs of any agency or department. Installation settings and configuration parameters support a completely policy driven approach to implementation that matches each client's unique processing methods and procedures.

Privasoft AccessPro Suite at a Glance

Module	Benefits
Case Management	<p>Create efficiency and report status more easily</p> <ul style="list-style-type: none"> • Track all actions and due dates • Automate the generation of DOJ annual reports • Comprehensively defend decisions • Improve communication internally & externally • Improve work allocation and planning • Build accountability across the organization • Automate the generation of correspondence
Redaction	<p>Build confidence by ensuring a complete and secure review</p> <ul style="list-style-type: none"> • Replace manual processes • Eliminate redacted data from electronic releases with “Burn In” feature • Avoid non-intentional release of sensitive material • Handle any type of hardcopy or softcopy data • Easily manage & navigate all request data and redaction details • Make redaction tasks more efficient • Gather statistics for work planning and reporting • Maintain full audit log for redaction process
Portal	<p>Promote citizen self-service by extending processes through the Internet</p> <ul style="list-style-type: none"> • Give requestors ability to: <ul style="list-style-type: none"> ◦ Log requests via the Web ◦ Check status of requests on line ◦ Receive secure electronic release packages ◦ Enhance government transparency
Accelerator	<p>Speed document review time by applying accelerated search</p> <ul style="list-style-type: none"> • Meet growing volume of requests without adding staff • Increase throughput • Improve response times • Ensure legislation is consistently applied • Reduce request backlog
Workgroup	<p>Increase effectiveness with collaboration platform</p> <ul style="list-style-type: none"> • Avoid litigation with more comprehensive review • Streamline the data gathering and redaction recommendation process • Accelerate all types of internal reviews • Keep reviews on track and on-time to meet deadlines • Dynamically create review sessions for any purpose

About Privasoft

Privasoft is a global provider of proven technology to ensure the cost-effective and successful implementation of freedom of information (FOI) process automation. Our proven delivery approach for FOI process automation successfully addresses the technical, business and human aspects of system implementation and process improvement. We use our deep knowledge of FOI best practices from around the world to drive technology development and continuously deliver value to the FOI community.