FOIAXpress

Multimedia Redaction

v11.8.0

September 2024

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Notice of Rights

Notice of Liability

Notice of Trademarks

Non-Disclosure Statement

Additional Notice

Contents

1   Veritone Integration with FOIAXpress

FOIAXpress integrates with the Veritone third-party application to enable video and audio file redaction. Note that each FOIAXpress user sending files for redaction must have a Veritone license.

1.1   Request a Veritone License

To request a Veritone license, notify your FOIAXpress administrator that you need a license. Once approved, your administrator should send the approved request to support@opexustech.com. After the account is established, you will be provided credentials to access Veritone by Veritone Support.

1.2   Important Note About Multimedia Redaction

To maintain both the original multimedia file and the redacted version(s) in FOIAXpress, multimedia files **must** be uploaded into FOIAXpress and sent to Veritone using the established integration. If files are uploaded directly into Veritone, you will not have the ability to send the redacted copies directly back to FOIAXpress.

2   Multimedia Redaction

There are four steps to completing multimedia redaction using FOIAXpress and Veritone:

1. Adding multimedia to Document Management in FOIAXpress
2. Sending multimedia files to Veritone for redaction
3. Sending the redacted multimedia from Veritone back to FOIAXpress
4. Working with redacted multimedia files in FOIAXpress

(!!) Note: You must follow this process to ensure the redacted multimedia can be sent to FOIAXpress. Any multimedia uploaded directly to Veritone cannot be sent back to FOIAXpress.

Each of these topics is described in the following sections.

2.1   Add Multimedia to Document Management in FOIAXpress

Multimedia files are added to FOIAXpress Document Management using the same process used for standard documents. When creating the Folder to store the multimedia file, the *Document Format* must be set to upload files in *Native Format*.

A folder can be created from within a request or directly from Document Management. Follow the steps below to create a folder for uploading a multimedia file for redaction:

1. Create a new folder either from within a request or from Document Management.
2. At the *Create Folder* screen, select **Native Format - Redaction Disabled** as the *Document Format*, as shown in the following example. Selecting this option maintains the multimedia file in its native format and allows for adding redactions using Veritone.

3. Once the folder is created, add the file to the folder by browsing for and selecting the file to be uploaded:
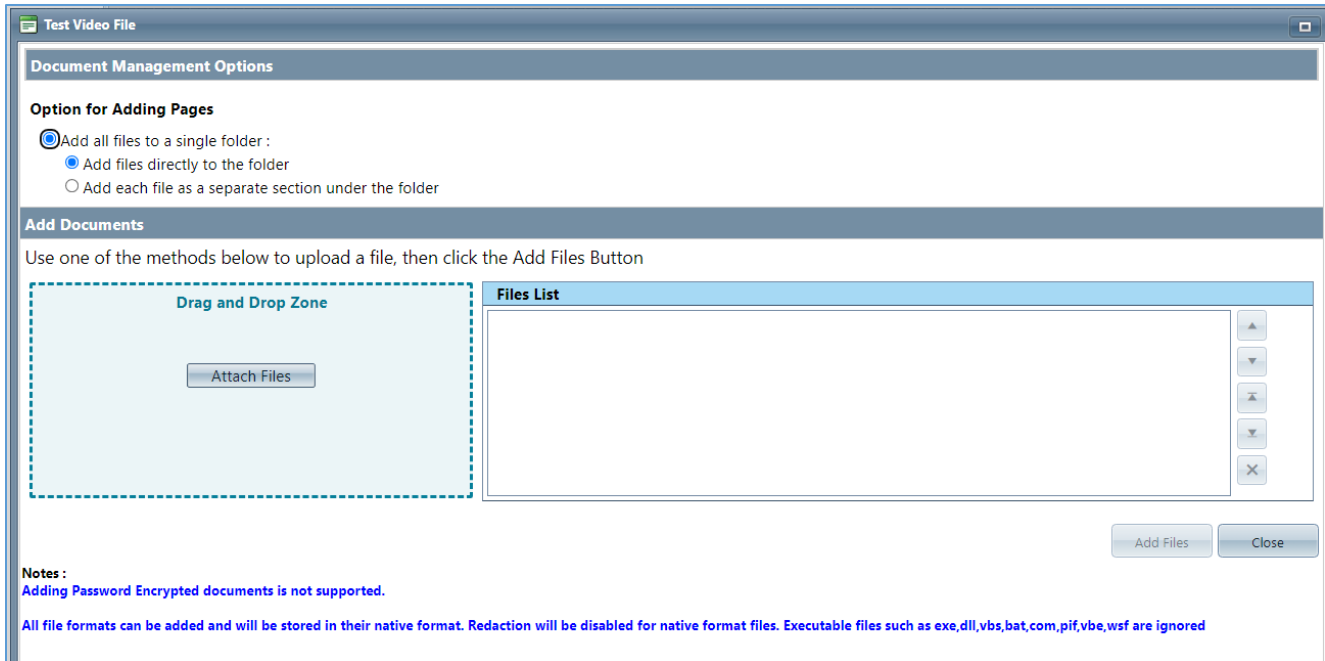
4. If you have multiple files to redact, you must create a separate folder for each multimedia file. Repeat the process for each multimedia file for redaction.

2.2 Send Multimedia File to Veritone for Redaction

After a multimedia file is added to the folder, the next step is to send the file to Veritone for redaction.

1. Open the folder containing the multimedia file in Document Management.
2. Expand the folder and click on the multimedia file.
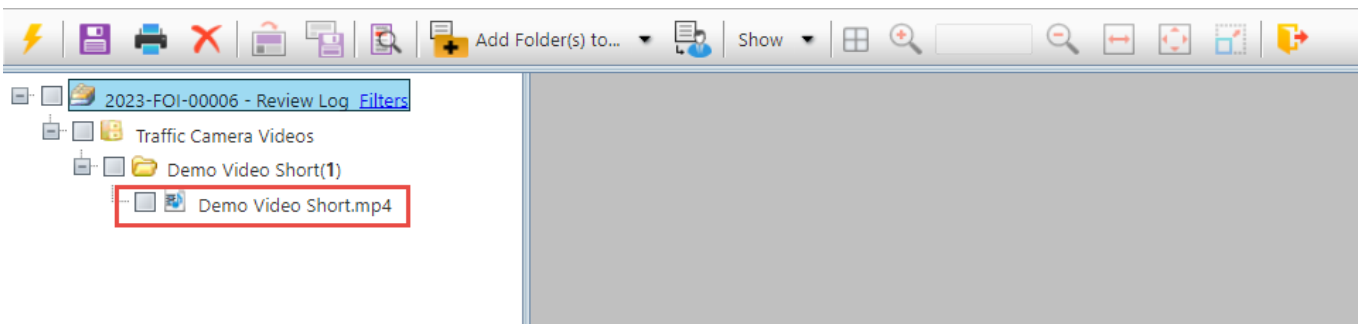
3. The multimedia file details display as shown below. To send the file to Veritone for redaction, click **Click Here to Redact this Media File. For a list of supported file types, please [click here](#).**
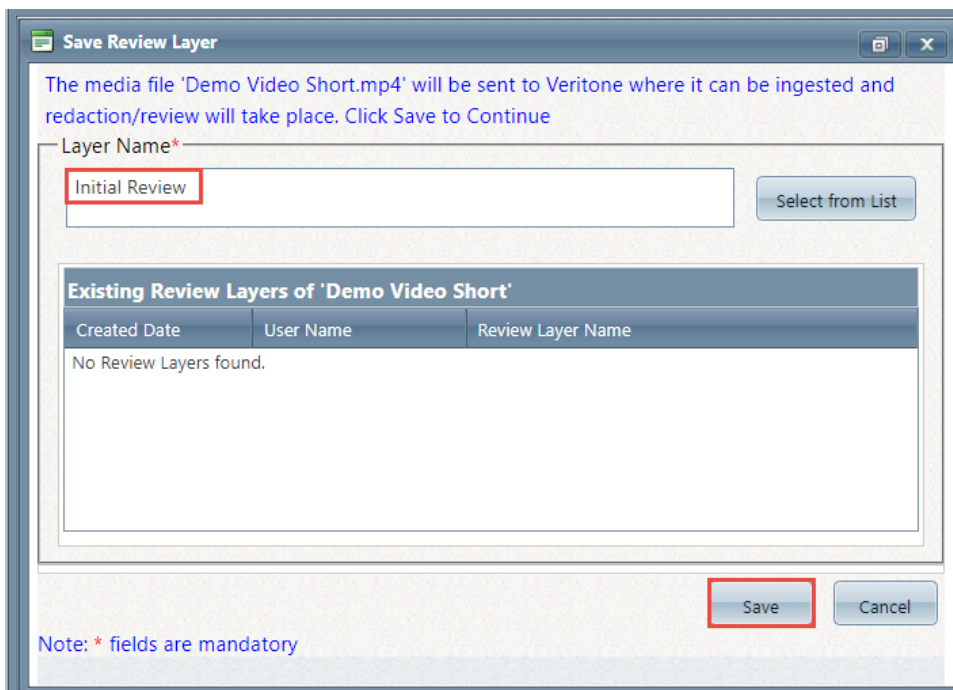
(!!) Note: To download a copy of the originally uploaded multimedia file, click the Click Here to Download Original File button.
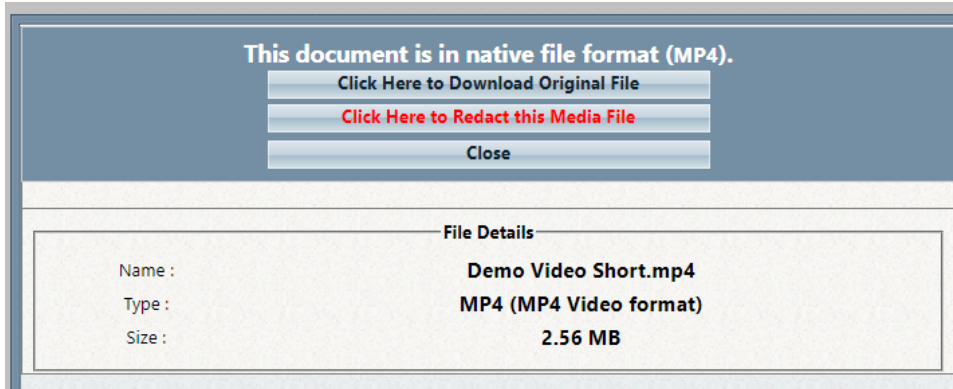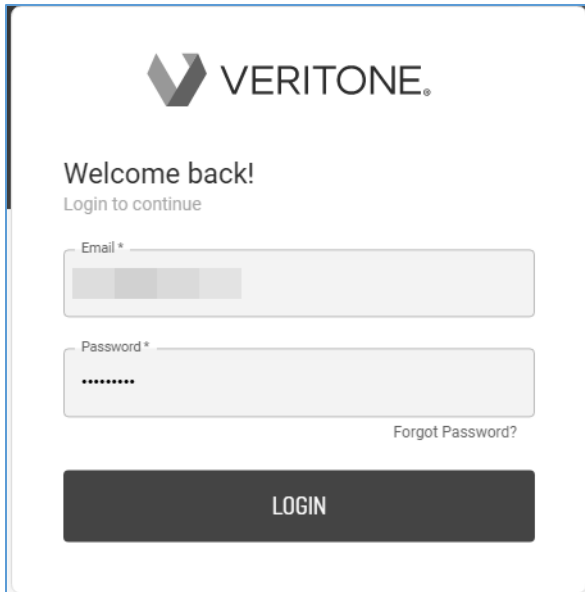
4. The *Save Review Layer* screen appears. Add a **Layer Name** in the field provided, then click **Save** to save the review layer:
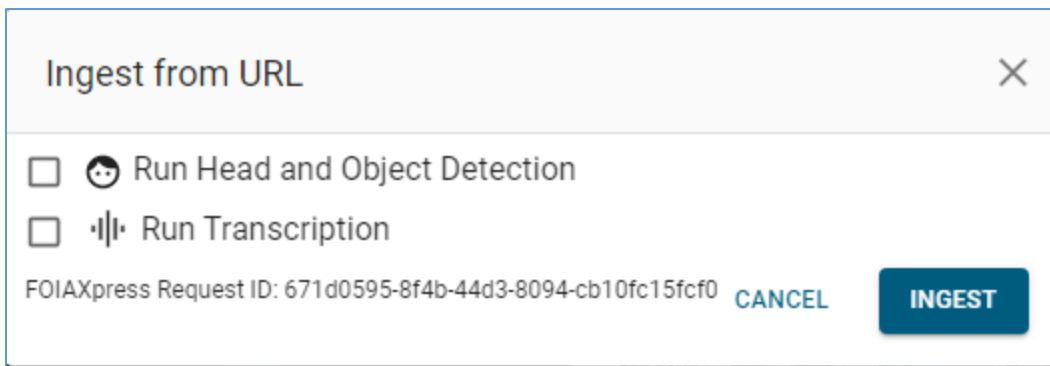

5. After saving, you are automatically transitioned to the Veritone login screen. Use your provided Veritone credentials to log in, or if your network is enabled with Single Sign On, log in using your network username and password.

6. Once logged in to Veritone, you are prompted to select the tools you want Veritone to use when initiating the file redaction. Select from the available options, then click **Ingest**.

7. Veritone begins the media upload process, and automatically applies any tools selected in the previous screen. When Veritone completes its initial review/redaction on the file, you can begin your review of the file. Please refer to your Veritone training (and Veritone's documentation) for instructions on how to redact multimedia using Veritone.
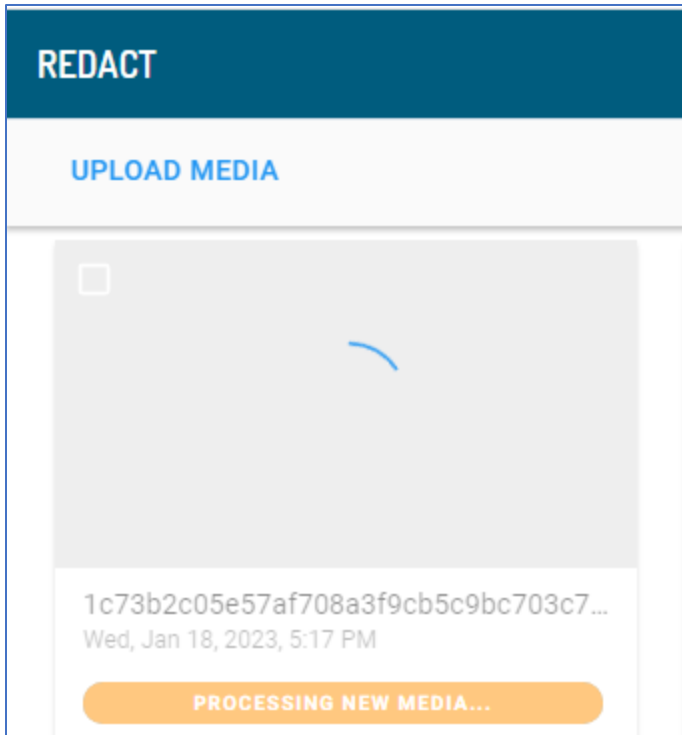
2.3 Sending Redacted File Back to FOIAXpress

When you complete your final review of the multimedia file in Veritone, follow the steps below to send the file back to FOIAXpress:

1. In Veritone, go to your Redacted Files view for the multimedia file.
2. In the Redacted Files view, click the **SEND TO FOIAXPRESS** button to initiate a job to send the redacted file back to FOIAXpress as a review layer.
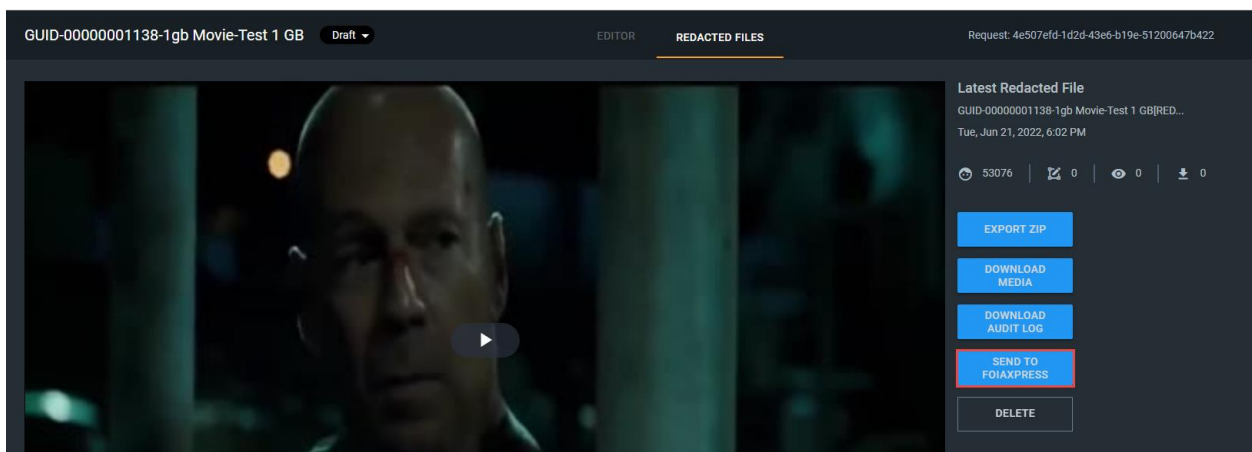
3. You will receive a job notification from FOIAXpress when the multimedia file is available.

2.4 Working with Redacted Multimedia in FOIAXpress

After the redacted file sent from Veritone is received in FOIAXpress, there are options available for working with the redacted file.

(!!) Note: Audio and video files (native format) can't be played in FOIAXpress but can be download locally to preview or for other required purposes. The files in FOIAXpress can be delivered to the requester using the document delivery feature of the application and will be stored in FOIAXpress along with the request for retention purposes.

You must manually apply redaction codes to multimedia redacted in Veritone (as noted in the table below) so that the exemptions can be captured for annual reporting purposes. Once the file is added to the Request Folder it can be delivered to the requester. Any exemptions applied to the redacted multimedia are also applied to the *Final Actions* in FOIAXpress.

The options available for working with redacted multimedia files are described in the following table:

Field	Description
Download Redacted File	Click to download the redacted file (as redacted in the Veritone application). This option is only available after the file is redacted and sent back to FOIAXpress.
Click Here to Redact this Media File	Click to send the file to Veritone for redacting. The file opens in a new tab using the Veritone application. **(!!) Note: Each time this option is selected, a new copy of this file is added to the Veritone repository.** For information about applying redactions to multimedia files, please consult documentation provided by Veritone.

Field	Description
Apply Redaction Codes	Select redaction codes to apply to this multimedia file. On selecting **Apply Redaction Codes**, the *Select Redaction Codes* screen appears as shown below. Select applicable codes from the list, then click **Select** to apply these to the multimedia file.