PII REDACTION & PRODUCTION QC CHECKLIST

A practical pre-production review guide for attorneys, paralegals, and litigation support teams. Use it to document checks, exceptions, and approvals before releasing discovery materials.

Matter / case: _____ Production ID: _____

Prepared by: _____ Target date: _____

1 Confirm requirements & scope

☐ Counsel confirmed applicable court rules, protective orders, production agreements, and client instructions.

☐ Redaction criteria are documented (what to redact, retain, or escalate); filing rules are not assumed to govern discovery productions.

☐ The production scope and intended deliverables are defined (images/PDFs, text, metadata, load files, natives, attachments).

2 Check PII detection & reviewer decisions

☐ Appropriate PII categories and searches were applied to the in-scope data.

☐ Representative formats were checked, including scans/OCR, spreadsheets, email/attachments, and messages where relevant.

☐ Known or sampled values were checked for missed detections and incorrect matches; exceptions were resolved or escalated.

☐ Reviewers confirmed redaction decisions in context and preserved required non-sensitive information.

3 Verify redactions in exported files

☐ A complete test or final production was generated in the agreed format and checked outside the review interface.

☐ Redacted PDFs/images were checked for selectable, copyable, searchable, or otherwise accessible underlying text.

☐ Extracted text, metadata, load files, and other exported components were checked for protected values as applicable.

☐ Native files and spreadsheets (including hidden rows, columns, sheets, and formulas) were handled per instructions.

☐ Duplicate copies, attachments, and related versions were checked for consistent treatment.

Checkpoint: If a value is visible, searchable, recoverable, or present in another delivered component, stop and resolve before release.

4 Resolve exceptions & document QC

☐ Issues were logged with document ID, problem, owner, correction, and retest result.

☐ Corrections were retested against the actual exported deliverables; unresolved items were escalated to counsel.

☐ Source evidence was preserved separately; QC was performed on intended production copies.

5 Final authorization & release

☐ Access, recipient, transfer method, and production package were confirmed.

☐ Required counsel / designated reviewer approval was obtained before transmission.

☐ Final package, QC notes, exceptions, and transmission record were retained under the team's procedures.

QC status: ☐ Approved ☐ Approved with documented exceptions ☐ Hold - do not release

Reviewed / approved by: _____ Date: _____

Open exceptions / notes: _____

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Educational checklist only; not legal advice or a guarantee of complete detection. Tailor QC procedures to the matter, applicable obligations, production format, and technology in use.