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Title

UC Irvine PrisonPandemic Levels of Sensitivity and Redaction

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Levels of Sensitivity and Redaction

Updated: February 2024

Levels	Topicality	Level of Sensitivity	Level of Redaction	Examples of materials	Action (access/retention)
LEVEL 1	On topic ▾	Letter does not contain any sensitive or triggering information (e.g., hate speech, racism, xenophobia, transphobia)	Meet at least one of the following criteria: <ul style="list-style-type: none"> • Single-sided pages (no writing on the back), 1%-10% of page(s) needs redaction • Double-sided pages with no body redaction work needed 	Publications - books, newsletters, newspaper clippings (with author not identified) Artwork (anonymous or with signature excised) Excising work includes: <ul style="list-style-type: none"> • Sender info on envelope • Signature on letter 	<p>Action ▾ Available online (item/metadata)</p> <p>Action ▾ SCA will retain physical letter once excised</p>
LEVEL 2	On topic ▾	Letter includes sensitive or triggering topics (e.g., hate speech, racism, xenophobia, transphobia)	<ul style="list-style-type: none"> • Single-sided pages with 11%-25% of body needs redaction OR • Double-sided pages with any redaction work 	Details that implicate sender or others in events that may risk the safety of sender or others <ul style="list-style-type: none"> • Acts of violence committed prior and/or during time in prison (e.g., sexual assault) 	<p>Action ▾ Online mediated access (metadata-only); item available by request</p> <p>Action ▾ SCA will retain parts of physical letter once excised; where information will be lost, SCA will remove physical and replace with digitized (printed) letter</p>
LEVEL 3	Off topic ▾	Off-topic narration or items that are difficult to redact	>25% of letter needs redaction, including single-sided letters <ul style="list-style-type: none"> • Redacting work is extensive (e.g., identifying/implicating others/health) 	<ul style="list-style-type: none"> • Photographs that depict people (even from On topic ▾ letters) • Driver's licenses • Greeting cards • Bible evangelism 	<p>Action ▾ No online access, available by request only</p> <p>Action ▾ SCA will remove photographs, and any legal</p>

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			information that is too extensive to excise)	<ul style="list-style-type: none"> Legal documents that do not pertain to COVID-19 	or health documents not pertaining to COVID-19 Action ▾ For Level 3 redaction On topic ▾ letters, SCA will remove physical and replace with digitized (printed) letter
TO SHRED	--	--	>80% of page needs redaction, much meaning is lost	<ul style="list-style-type: none"> Legal documents 	

Definitions

On topic ▾ must tell a story about COVID-19 experiences; can be personal, anecdotal, opinion; may not directly mention the word “COVID” or “pandemic” but talks about protocols, impact on quality of life

Off topic ▾ does not mention COVID-19 at all; could mention COVID-19 (e.g. I got tested) but rest of narrative goes off in a completely different direction

Contributors

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