

Before You Paste: Redaction Checklist

A name is not the only detail that can identify someone. Check permission first, then reduce the material to what the task actually needs.

Copy this prompt

Rewrite this approved excerpt for clarity. Keep every placeholder exactly as written. Do not infer names, account details, missing facts or confidential context. Flag anything that cannot be rewritten without more information.

Excerpt: [approved, minimized text].

Your checklist

1. Confirm permission

Record the permitted tool, account type, task and data categories. Redaction does not override your organization's policy.

2. Remove unnecessary details

Check names, contact details, account and reference numbers, signatures, addresses, unique dates and combinations that identify a person. Use [CLIENT] and [ACCOUNT] only where needed.

3. Prepare a safe copy

For a PDF, use actual redaction and remove hidden information. A box drawn over text is not proof the underlying content is gone. Keep the original in its approved location.

4. Inspect before and after

Reopen the sanitized copy. Search and try copying the removed text. Check metadata and attachments. Compare the model reply with your approved excerpt for details that reappeared.

Worked example

Original pattern: a contract clause containing a client name, signature and account number. Share only the permitted clause with [CLIENT], omit the signature, and omit the account number unless a placeholder is essential.

Your next check

Compare the rewrite with the supplied excerpt. List any changed fact, restored detail or altered placeholder. Do not guess what a placeholder means.

Read online: keybuilds.ai/pasting

Sources checked Sep 10, 2026

Adobe: redact and sanitize a PDF: [Official reference](#)