

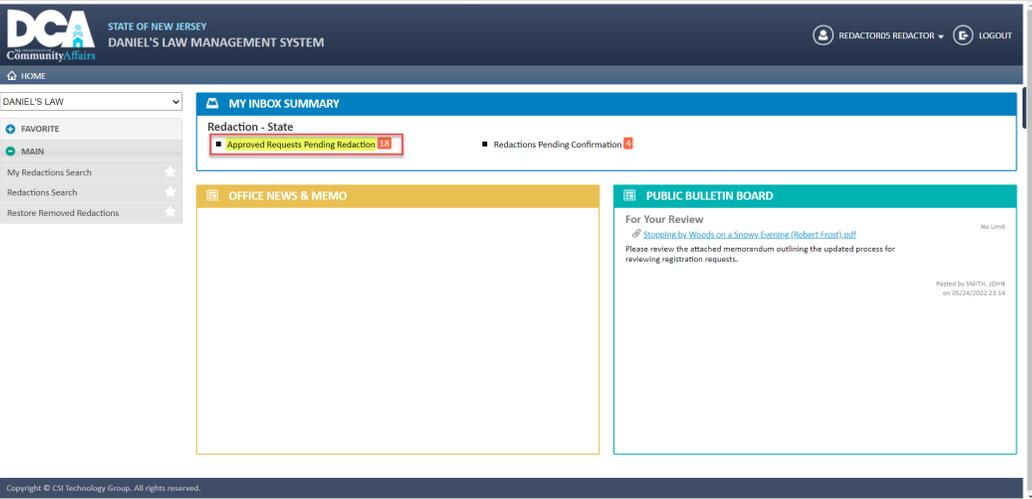


PENDING REDACTIONS REVIEW & CONFIRMATION PROCESS

Office of Information Privacy

STEP 1

'APPROVED REQUESTS PENDING REDACTION' INBOX



The screenshot displays the Daniel's Law Management System interface. The header includes the DCA logo, 'STATE OF NEW JERSEY DANIEL'S LAW MANAGEMENT SYSTEM', and user information for 'REDACTOR05 REDACTOR'. The main content area is titled 'MY INBOX SUMMARY' and features a 'Redaction - State' section with a highlighted 'Approved Requests Pending Redaction' item. Below this are sections for 'OFFICE NEWS & MEMO' and 'PUBLIC BULLETIN BOARD'. The public bulletin board contains a post titled 'For Your Review' with a link to a document and a date of 05/24/2012 23:14.

- The pending redactions review and confirmation process starts at the 'Approved Requests Pending Redaction' inbox.

- Redactors can choose how to copy the pending redaction information posted to the inbox:
 - Capture a screenshot of the page;
 - Copy & paste the information to a program of their choice;
 - Use the 'Export to Excel' function () to export the data to an Excel spreadsheet.
 - Caution – Confidential information!

DANIEL'S LAW

Approved Requests Pending Redaction (State)

REDACTOR05 REDACTOR  LOGOUT

HOME

18 Records -- 1 - 10 Displayed Page Size: 10

<input type="checkbox"/>	Request #	First Name	Middle Name	Last Name	Suffix	Other Name(s) Used	DOB	Address	Bldg/Apt	City	Zip	Municipality	County	Block	Lot	Qualification Code	Type	Own / Rent	Year Started Residing	Current Residence ?	Title Holder?	Posted Date
<input type="checkbox"/>	DL-22-0084	FFF		DSS			02/10/1968	456 MAPLE STREET		OCEAN CITY	08060	OCEAN CITY	CAPE MAY	23	15		SECONDARY RESIDENCE	OWN		YES		5/23/2023 5:35:01 PM
<input type="checkbox"/>	DL-22-0084	MICHAEL		SCHMIDT		• TEST, AA	02/10/1968	101 CHESTNUT STREET		SOMERDALE	08852-5345	SOMERDALE BOROUGH	CAMDEN	12	02		PRIMARY RESIDENCE	OWN		YES		5/23/2023 5:35:01 PM
<input type="checkbox"/>	DL-22-0084	MICHAEL		SCHMIDT		• TEST, AA	02/10/1968	456 MAPLE STREET		OCEAN CITY	08060	OCEAN CITY	CAPE MAY	23	15		SECONDARY RESIDENCE	OWN		YES		5/23/2023 5:35:01 PM
<input type="checkbox"/>	DL-22-0138	csi	q	Joshua	JR.		01/01/1980	10 main st.	Apt A	Keasby	11111-1222	CARTERET BOROUGH	MIDDLESEX	1	2		PRIMARY RESIDENCE	OWN		YES		2/2/2023 12:40:46 AM
<input type="checkbox"/>	DL-22-0140	PETER		PAN			05/11/1966	camden for Qualification test 1		css	33444	CAMDEN CITY	CAMDEN	b1	l2	qu094551	PRIMARY RESIDENCE	OWN		YES		11/24/2022 9:29:47 PM
<input type="checkbox"/>	DL-22-0140	PETER		PAN			05/11/1966	SSSSSS XXXXXXX		SSSSFFF	23443-4465	CAMDEN CITY	CAMDEN	b111	t4444	q4555555s	SECONDARY RESIDENCE	OWN		NO		11/24/2022 9:29:47 PM
<input type="checkbox"/>	DL-22-0140	TOM		THUMB				camden for Qualification test 1		css	33444	CAMDEN CITY	CAMDEN	b1	l2	qu094551	PRIMARY RESIDENCE	OWN		YES		11/24/2022 9:29:47 PM
<input type="checkbox"/>	DL-22-0150	alex		user	III		12/21/1985	10 15th ave	#1001	cape may	03721	CAPE MAY CITY	CAPE MAY				PRIMARY RESIDENCE	RENT		YES		12/21/2022 2:41:51 AM
<input type="checkbox"/>	DL-22-0150	alex		user	III		12/21/1985	12 RESIDENCE AVE		PINE HILL	03987	BELLMAWR BOROUGH	CAMDEN				OTHER	RENT		NO		12/21/2022 2:41:51 AM
<input type="checkbox"/>	DL-22-0150	alex		user	III		12/21/1985	20 main st		closter	03721	CLOSTER BOROUGH	BERGEN				OTHER	RENT		NO		12/21/2022 2:41:51 AM

Select All

Move to Pending Confirmation Inbox

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- After copying the pending redaction information, redactors must move the data to their 'Redactions Pending Confirmation' inbox.

- Check the checkboxes for the respective pending redaction information that you want to move to the 'Redactions Pending Confirmation' inbox;
- Click the 'Move to Pending Confirmation Inbox' button;
- The redactor can now logout of the application and research the pending redaction information they collected from the inbox.

DANIEL'S LAW

Approved Requests Pending Redaction (State)

REDACTOR05 REDACTOR LOGOUT

HOME

18 Records -- 1 - 10 Displayed Page Size: 10

Request #	First Name	Middle Name	Last Name	Suffix	Other Name(s) Used	DOB	Address	Bldg/Apt	City	Zip	Municipality	County	Block	Lot	Qualification Code	Type	Own / Rent	Year Started Residing	Current Residence ?	Title Holder?	Posted Date
<input type="checkbox"/>	DL-22-0084	FFF	DSS				456 MAPLE STREET		OCEAN CITY	08060	OCEAN CITY	CAPE MAY	23	15		SECONDARY RESIDENCE	OWN		YES		5/23/2023 5:35:01 PM
<input type="checkbox"/>	DL-22-0084	MICHAEL	SCHMIDT		• TEST, AA	02/10/1968	101 CHESTNUT STREET		SOMERDALE	08852-5345	SOMERDALE BOROUGH	CAMDEN	12	02		PRIMARY RESIDENCE	OWN		YES		5/23/2023 5:35:01 PM
<input type="checkbox"/>	DL-22-0084	MICHAEL	SCHMIDT		• TEST, AA	02/10/1968	456 MAPLE STREET		OCEAN CITY	08060	OCEAN CITY	CAPE MAY	23	15		SECONDARY RESIDENCE	OWN		YES		5/23/2023 5:35:01 PM
<input type="checkbox"/>	DL-22-0138	csi	q	Joshua	JR.	01/01/1980	10 main st.	Apt A	Keasby	11111-1222	CARTERET BOROUGH	MIDDLESEX	1	2		PRIMARY RESIDENCE	OWN		YES		2/2/2023 12:40:46 AM
<input type="checkbox"/>	DL-22-0140	PETER	PAN			05/11/1966	camden for Qualification test 1		css	33444	CAMDEN CITY	CAMDEN	b1	l2	qu094551	PRIMARY RESIDENCE	OWN		YES		11/24/2022 9:29:47 PM
<input type="checkbox"/>	DL-22-0140	PETER	PAN			05/11/1966	SSSSSS XXXXXX		SSSSFF	23443-4465	CAMDEN CITY	CAMDEN	b111	t4444	q4555555s	SECONDARY RESIDENCE	OWN		NO		11/24/2022 9:29:47 PM
<input type="checkbox"/>	DL-22-0140	TOM	THUMB				camden for Qualification test 1		css	33444	CAMDEN CITY	CAMDEN	b1	l2	qu094551	PRIMARY RESIDENCE	OWN		YES		11/24/2022 9:29:47 PM
<input type="checkbox"/>	DL-22-0150	alex		user	III	12/21/1985	10 15th ave	#1001	cape may	03721	CAPE MAY CITY	CAPE MAY				PRIMARY RESIDENCE	RENT		YES		12/21/2022 2:41:51 AM
<input type="checkbox"/>	DL-22-0150	alex		user	III	12/21/1985	12 RESIDENCE AVE		PINE HILL	03987	BELLMAWR BOROUGH	CAMDEN				OTHER	RENT		NO		12/21/2022 2:41:51 AM
<input type="checkbox"/>	DL-22-0150	alex		user	III	12/21/1985	20 main st		closter	03721	CLOSTER BOROUGH	BERGEN				OTHER	RENT		NO		12/21/2022 2:41:51 AM

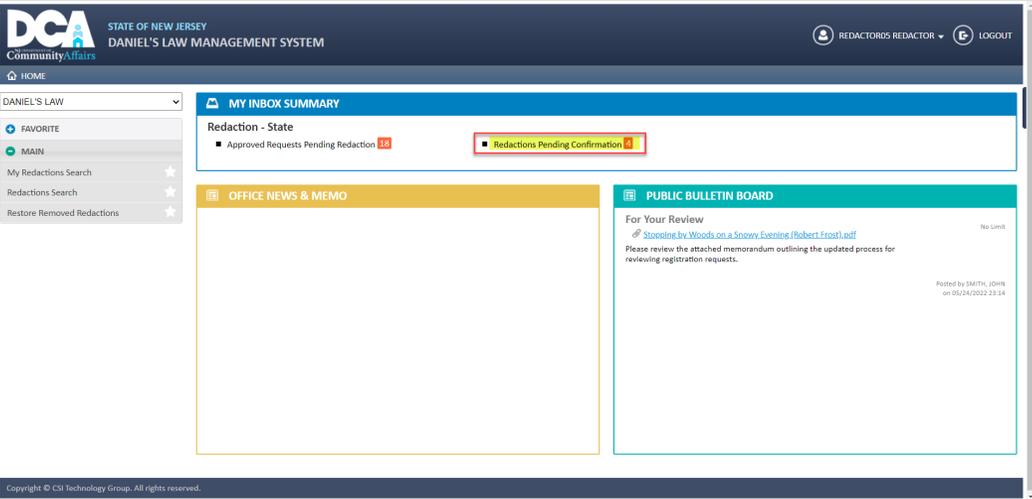
Select All

Move to Pending Confirmation Inbox

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STEP 2

'REDACTIONS PENDING CONFIRMATION' INBOX



The screenshot displays the Daniel's Law Management System interface. The header includes the DCA logo, 'STATE OF NEW JERSEY DANIEL'S LAW MANAGEMENT SYSTEM', and user information for 'REDACTOR'S REDACTOR'. The main content area is divided into three sections: 'MY INBOX SUMMARY', 'OFFICE NEWS & MEMO', and 'PUBLIC BULLETIN BOARD'. The 'MY INBOX SUMMARY' section shows a 'Redaction - State' category with two items: 'Approved Requests Pending Redaction' and 'Redactions Pending Confirmation', the latter of which is highlighted with a red box. The 'PUBLIC BULLETIN BOARD' section contains a notice titled 'For Your Review' regarding a memo on the updated process for reviewing registration requests, posted by SMITH, LOUIS on 05/24/2012 23:14.

- After the redactor has collected the pending redaction information from their 'Approved Requests Pending Redaction' inbox and redacted the information from their system(s), they must return to the application to confirm the redactions in the 'Redactions Pending Confirmation' inbox.

- To confirm a redaction, click the 'Request #' hyperlink, which opens the Redactions page in the covered person's record.

DANIEL'S LAW
Redactions Pending Confirmation (State)

HOME

REDACTOR05 REDACTOR ▾ LOGOUT

4 Records -- 1 - 4 Displayed Page Size: 30

Request #	Return	First Name	Middle Name	Last Name	Suffix	Other Name(s) Used	DOB	Address	Bldg/Apt	City	Zip	Municipality	County	Block	Lot	Qualification Code	Type	Own / Rent	Year Started Residing	Current Residence ?	Title Holder?	Posted Date	Posted Date (Redaction)	Posted By (Redaction)
DL-22-0078	Return	bbb		aaa				aa bb cc			11111-1111	BORDENTOWN CITY	BURLINGTON				SECONDARY RESIDENCE	RENT		YES		10/24/2022 1:52:39 AM	6/1/2023 2:47:43 PM	REDACTOR, REDACTOR05
DL-22-0084	Return	FFF		DSS				101 CHESTNUT STREET		SOMERDALE	08852-5345	SOMERDALE BOROUGH	CAMDEN	12	02		PRIMARY RESIDENCE	OWN		YES		7/18/2022 5:41:36 AM	6/1/2023 2:47:43 PM	REDACTOR, REDACTOR05
DL-22-0141	Return	jiao		candy	III		11/17/2000	11 BENNINGTON RD	B001	ANNANDALE	08801	ALPINE BOROUGH	BERGEN		1000000003		BUSINESS	OWN		YES		11/25/2022 4:08:29 AM	4/13/2023 1:17:49 AM	REDACTOR, REDACTOR05
DL-22-0151	Return	bella		user			11/29/1980	22 5TH AVE		CALDWELL	07801	CALDWELL BOROUGH TWP.	ESSEX				PRIMARY RESIDENCE	RENT		YES		12/21/2022 3:17:52 AM	4/13/2023 1:17:09 AM	REDACTOR, REDACTOR05

Select All

[Delete Record from Inbox](#)

Tips: Clicking the 'Delete Record from Inbox' button bypasses the redaction confirmation process for the selected record(s) and removes them from the inbox.

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- Click the 'Add Redactions' hyperlink to confirm the redactions applied to the redactor's system(s).

DANIEL'S LAW | Request #: DL-22-0151 (VERIFIED REDACTION REQUEST)
Covered Person: user, bella
Request Case Status: OPEN

REDACTOR05 REDACTOR ▾ LOGOUT

HOME

Redactions

Redactions [Batch Add Redactions](#)

	Add Redactions	Redactions	Request #	Covered Person	DOB	Address	Bldg/Apt	City	Zip	Municipality	County	Block	Lot	Qualification Code	Posted Date (Redaction)	Posted By (Redaction)
<input type="checkbox"/>	Add Redactions		DL-22-0151	user, bella	11/29/1980	22 5TH AVE		CALDWELL	07801	CALDWELL BOROUGH TWP	ESSEX				4/13/2023 1:17:09 AM	REDACTOR, REDACTOR05

Select All

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- In order to confirm the redactions, the 'Redacted Date', 'Redacted By', and 'Redacted System' fields must be completed.
- Use the 'Redaction Note' field to record any notes concerning the listed redaction.
- Click the '+' button to confirm any additional redactions for the covered person.
- Once the confirmation is saved, the record will automatically be removed from the redactor's 'Redactions Pending Confirmation' inbox.

The screenshot displays a web application interface for managing redactions. The main header shows 'DANIEL'S LAW' and 'Request #: DL-22-0151 (VERIFIED REDACTION REQUEST)'. The 'Redactions' section includes a 'Batch Add Redactions' button and a table with columns: Request #, Covered Person, DOB, Address, Blde/Apt, City, Zip, Municipality, County, Block, Lot, Qualification Code, Posted Date (Redaction), and Posted By (Redaction). A modal window titled 'Add Redactions' is open, showing a form with the following fields: 'Found redaction record? (Req.)' with a dropdown menu set to 'YES', 'Redacted Date (Req.)', 'Redacted By (Req.)', 'Redacted System (Req.)', and a 'Redaction Note' text area. A 'Save' button is highlighted with a red box. The interface also includes a 'HOME' button, a 'Logout' button, and a copyright notice at the bottom: 'Copyright © CSI Technology Group. All rights reserved.'

- If the redactor is not able to find any record in their system(s) based on the information provided by the covered person, update the 'Found Redaction Record?' field to NO to confirm that no record was found for the covered person.

DANIEL'S LAW | Request #: DL-22-0151 (VERIFIED REDACTION REQUEST)
Redactions | Covered Person: user, bella | Request Case Status: OPEN

REDACTOR05 REDACTOR | LOGOUT

HOME

Redactions | Batch Add Redactions

Request #	Covered Person	DOB	Address	Bldg/Apt	City	Zip	Municipality	County	Block	Lot	Qualification Code	Posted Date (Redaction)	Posted By (Redaction)
							DWELL BOROUGH TWP.	ESSEX				4/13/2023 1:17:09 AM	REDACTOR, REDACTOR05

Select All

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Add Redactions

Found redaction record? (Req.)
NO

Redaction Note

500 characters left

Save

Tips: Click Save button to save added record.

- The 'Batch Add Redaction' button allows redactor's to record the same confirmation information for multiple persons listed in the same Daniel's Law request. Just check the checkbox for any persons that you wish to apply the same confirmation to.

DANIEL'S LAW | Request #: DL-22-0151 (VERIFIED REDACTION REQUEST)
Redactions | Covered Person: user, bella
Request Case Status: OPEN

REDACTOR05 REDACTOR | LOGOUT

HOME

Redactions

Redactions **Batch Add Redactions**

	Add Redactions	Redactions	Request #	Covered Person	DOB	Address	Bldg/Apt	City	Zip	Municipality	County	Block	Lot	Qualification Code	Posted Date (Redaction)	Posted By (Redaction)
<input type="checkbox"/>	Add Redactions		DL-22-0151	user, bella	11/29/1980	22 5TH AVE		CALDWELL	07801	CALDWELL BOROUGH TWP	ESSEX				4/13/2023 1:17:09 AM	REDACTOR, REDACTOR05

Select All

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DELETING RECORDS FROM THE 'REDACTIONS PENDING CONFIRMATION' INBOX

- The '*Approved Requests Pending Redaction*' and '*Redactions Pending Confirmation*' inboxes are user-based. This means that moving and confirming records in the inbox will only remove the record from the inboxes for that user. If there are multiple redactors in the same agency, each redactor is responsible for moving and confirming the records in their respective inboxes.
- However, if a redactor in the agency has already confirmed the redactions, the other redactors do not have to confirm the same redaction to remove the record from their '*Redactions Pending Confirmation*' inbox.
- There is a delete function to remove a record from the '*Redactions Pending Confirmation*' inbox without confirming a redaction.

- To remove a record from the ‘Redactions Pending Confirmation’ inbox:
 1. Check the checkbox for the record(s) you wish to remove;
 2. Click the red ‘Delete Record from Inbox’ button.
- Deleting the record from the inbox only removes the record from the redactor’s inbox. It does *NOT* delete the record from the system.

DANIEL'S LAW
Redactions Pending Confirmation (State)

HOME

REDACTOR05 REDACTOR LOGOUT

4 Records -- 1 - 4 Displayed Page Size: 30

Request #	Return	First Name	Middle Name	Last Name	Suffix	Other Name(s) Used	DOB	Address	Bldg/Apt	City	Zip	Municipality	County	Block	Lot	Qualification Code	Type	Own / Rent	Year Started Residing	Current Residence ?	Title Holder?	Posted Date	Posted Date (Redaction)	Posted By (Redaction)
DL-22-0078	Return	bbb		aaa				aa	bb	cc	11111-1111	BORDENTOWN CITY	BURLINGTON				SECONDARY RESIDENCE	RENT		YES		10/24/2022 1:52:39 AM	6/1/2023 2:47:43 PM	REDACTOR, REDACTOR05
DL-22-0084	Return	FFF		DSS				101 CHESTNUT STREET		SOMERDALE	08852-5345	SOMERDALE BOROUGH	CAMDEN	12	02		PRIMARY RESIDENCE	OWN		YES		7/18/2022 5:41:36 AM	6/1/2023 2:47:43 PM	REDACTOR, REDACTOR05
DL-22-0141	Return	jiao		candy	III		11/17/2000	11 BENNINGTON RD	B001	ANNANDALE	08801	ALPINE BOROUGH	BERGEN			1000000003	BUSINESS	OWN		YES		11/25/2022 4:08:29 AM	4/13/2023 1:17:49 AM	REDACTOR, REDACTOR05
DL-22-0151	Return	bella		user			11/29/1980	22 5TH AVE		CALDWELL	07801	CALDWELL BOROUGH TWP.	ESSEX				PRIMARY RESIDENCE	RENT		YES		12/21/2022 3:17:52 AM	4/13/2023 1:17:09 AM	REDACTOR, REDACTOR05

Select All

Delete Record from Inbox

Tips: Clicking the 'Delete Record from Inbox' button bypasses the redaction confirmation process for the selected record(s) and removes them from the inbox.

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- It is important for redactors to address the records in their ‘Redactions Pending Confirmation’ inbox because covered persons cannot update their record when it posted to the inbox.

- If a record is deleted from the 'Redactions Pending Confirmation' inbox in error, redactors can use the 'Restore Removed Redactions' function to re-post the record to their inbox.
- Only records deleted from the 'Redactions Pending Confirmation' inbox within the past sixty (60) days can be restored.

The screenshot displays the Daniel's Law Management System interface. At the top, the header includes the DCA logo, 'STATE OF NEW JERSEY DANIEL'S LAW MANAGEMENT SYSTEM', and user information for 'REDACTOR05 REDACTOR' with a 'LOGOUT' button. A navigation bar contains a 'HOME' link and a dropdown menu for 'DANIEL'S LAW'. The left sidebar lists navigation options: 'FAVORITE', 'MAIN', 'My Redactions Search', 'Redactions Search', and 'Restore Removed Redactions', with the latter highlighted by a red box. The main content area is divided into three sections: 'MY INBOX SUMMARY' showing 'Redaction - State' with 'Approved Requests Pending Redaction 18' and 'Redactions Pending Confirmation 4'; 'OFFICE NEWS & MEMO'; and 'PUBLIC BULLETIN BOARD' featuring a post titled 'For Your Review' with a PDF attachment 'Stopping by Woods on a Snowy Evening (Robert Frost).pdf' and a request to review registration requests. The post is dated '05/24/2022 23:14' and posted by 'SMITH, JOHN'.

■ To restore a record to the 'Redactions Pending Confirmation' inbox:

1. Check the checkbox for the record(s) you wish to restore;
2. Click the blue 'Restore Selected Redactions' button;
3. Remain for 60 Days once Deleted.

DANIEL'S LAW
My Removed Redactions (Past 60 Days)

HOME

REDACTOR05 REDACTOR LOGOUT

2 Records -- 1 - 2 Displayed Page Size: 30

Removed Date	Removed By	Level	Request #	First Name	Middle Name	Last Name	Suffix	DOB	Address	Bldg/Apt	City	Zip	Municipality	County	Block	Lot	Qualification Code	Type	Own / Rent	Current Residence ?	Title Holder?	Posted Date	Posted Date (Redaction)	Posted By (Redaction)
06/01/2023 02:51 PM	REDACTOR, REDACTOR05	State	DL-22-0082	JACK		TEST			HOME 12344 FOR DEMO2	BLDG 1	KEASBEY	08832	HIGHLAND PARK BOROUGH	MIDDLESEX	Block 1	Lot 1		PRIMARY RESIDENCE	OWN	YES		7/18/2022 4:13:03 AM	11/1/2022 1:19:00 PM	REDACTOR, REDACTOR05
06/01/2023 02:51 PM	REDACTOR, REDACTOR05	State	DL-22-0082	SNN	S	TEST	III	05/05/1969	HOME 12344 FOR DEMO2	BLDG 1	KEASBEY	08832	HIGHLAND PARK BOROUGH	MIDDLESEX	Block 1	Lot 1		PRIMARY RESIDENCE	OWN	YES		7/18/2022 4:13:03 AM	11/1/2022 1:19:00 PM	REDACTOR, REDACTOR05

Select All

[Restore Selected Redactions](#)

Tips: This page lists the records deleted from your Redaction Pending Confirmation inbox within the past sixty (60) days. Clicking the 'Restore Selected Redactions' button will restore the selected record(s) to your "Redactions Pending Confirmation" inbox. Records older than sixty (60) days will automatically be removed from this page.

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FREQUENTLY ASKED QUESTIONS

- Why am I receiving email notifications for new request in my Portal?
 - Email notifications will be sent if there are any requests in the “Approved Requests Pending Redactions.”
- Someone else in the office recorded a redaction, why am I still seeing the requests on my Portal?
 - The Portal is User Based, if actions were done by someone else in your office this will not reflect on your account.
- The request I have has the wrong information on it. How can the Covered Person/OIP office update the information?
 - A request number cannot be updated with any data if a Redactor has the request in the “Redactions Pending Confirmation.” This will cause a delay in the correct information being transmitted by OIP.

OFFICE OF INFORMATION PRIVACY CONTACT INFORMATION

- Main Number – 609-815-3939
- Email for Redactors – Redactor.OIP@dca.nj.gov
- Website – www.nj.gov/DCA/OIP
 - Videos
 - Announcements
 - Title Search Business Entities

