



Disaster Recovery

Protect your vital and important records!

Vital and important records are at the heart of an organization. Because these records are often necessary for the continued life of a business, they should be safeguarded against any potential disaster.

Disasters come in all forms and degrees of severity and being able to recover documents quickly and effectively can be the difference between having a temporary setback and a complete shutdown. To avoid a disabling circumstance, organizations need to establish and maintain a disaster recovery plan. There are three key elements in safeguarding vital and important records in a recovery plan: 1) identify them, 2) duplicate them, and 3) properly store them.

1. Identify

While there are many types of records created and used within an organization, the two types - *vital* and *important* records - should be protected in case of a disaster.

A *vital record* is defined as one that contains information that is essential to the continued life of the organization. Although vital records may take many forms, i.e. paper, micrographic, digital, etc., the information contained is identified as crucial to reestablish or recreate the organization's legal and financial position in the event of a disaster. Additionally, vital records preserve the rights of the company, employees, customers and stockholders. Examples of vital records include titles, deeds, trademarks, leases, articles of incorporation and stockholder lists.

An *important record* is defined as one that contains information fundamental to the continued life of the business. While important records can be replaced or reproduced, it can only be done at a considerable cost in time and money; therefore, they should also be included in a disaster/recovery plan. Examples of important records are client files, contracts and invoices.

2. Duplicate

After identifying your organization's vital and important records, the next step is to duplicate them. How you duplicate records depends on your organization's size, the types of records, formats in place, and the number of vital and important records you have identified.

continued on page 2



INSIDE THIS ISSUE:

SYSTEC Solutions2

Improve Privacy3

New Catalog4



3. Store

After duplicating, the final step in protecting your vital and important records is to properly store them.

Duplicates of both vital and important records should always be stored off-site.

Depending on the type of disaster, you could be denied access to your location

for a period of time; therefore, duplicates should never be stored in the same location as the originals.

Original vital records should be stored safely onsite, preferably in a lockable cabinet, storage unit or fire-safe room. Original important records should also be stored onsite, though depending on the record itself, it may have a need for more active use and need to be stored in a more active storage area.

We hope your organization never faces a disaster, but if it does, having taken the time to properly safeguard your records will prove to be time and money well spent. ●

SYSTEC Solutions: Disaster Recovery



Many organizations realize the importance of implementing disaster recovery plans, but can't take the time away from regular business operations to implement it. When it comes to protecting your vital and important records, SYSTEC can assist you every step of the way.

Our professional business services representatives will work with you to determine the best method of identifying, duplicating and storing your organization's vital and important records. After developing the plan, SYSTEC can manage the entire project from start to finish while you continue to focus on your core business.

For more information on how SYSTEC can help you protect your organization's vital and important records, contact us at 1-877-7SYSTEC or e-mail us at info@systecgroup.com.

Improve records privacy and security!

Keeping confidential records private and secure from unauthorized viewers is a challenge that many organizations face. Whether it's a divorce agreement, home equity loan or a medical history, such information is private to those involved and confidentiality is not only essential but expected. In fact, for healthcare institutions, privacy of records is now a federal regulation.

The HIPAA (Health Insurance Portability and Accountability Act) standards are requiring major changes in all facets of information management within healthcare organizations. The U.S. Office of Civil Rights (OCR) issued guidance to healthcare organizations on how to interpret the Privacy Rule, stating that organizations are required to "make reasonable efforts to limit access to protected health information to those in the workforce that need access based on their roles." They also stated that some organizations might need to make "... certain modifications to their facilities to minimize access, such as isolating and locking file cabinets and record rooms...."

The healthcare industry has placed a well-deserved focus on patient privacy, but whose to say that privacy guidelines shouldn't apply to other industries as well. Many industries could benefit by taking steps to protect their records such as investment portfolios, tax records, insurance policies, last wills and testaments and others.

Are your patient, customer or client records stored in a secured, locked location?

Files that are freely accessible can easily get into the wrong hands and be

viewed by the wrong eyes. There isn't any organization that would want to subject itself to such a risk of liability by not taking steps to protect confidential information. Consolidating files from multiple areas into one central file area is one step in protecting confidential records. After consolidating, files can be placed in a lockable storage unit in a secured room to provide further protection. This effort may require moving your files, modifying

your file system, and maybe even a new storage system. However, it will be worth the effort to ensure privacy.

Do your patient or customer files have non-identifiable labels?

In healthcare and other industries, adopting a policy of creating files without private information would be beneficial. For example, changing to a number-based filing system would eliminate confidential information from the labels.

Using bar code

tracking and labeling systems is another way to keep file labels non-identifiable. In addition, these systems can keep your files organized and accessible, while eliminating misfiles and speeding retrievals.

Privatizing your records and the way they are handled doesn't have to be a painful experience - SYSTEC and its members can assist you every step of the way! We can analyze your current methods to determine your firm's individual needs, facilitate and handle your file conversions and record moves (onsite or offsite), and provide lockable storage solutions that can even increase storage capacity. ●



New Filing Supplies Catalog Unveiled

Don't go to multiple resources for your supply needs.

The SYSTEC Group has recently introduced a comprehensive product catalog for filing supplies, labels and labeling systems.

Our new, 50-page, full-color catalog offers a full line of standard and custom folders, as well as a suite of filing accessories including dividers, file backs, guides and more!

The catalog also includes a full array of labels and labeling systems, including terminal digit, alphanumeric and numeric, which can match most of the major label manufacturers on the market.

SYSTEC recognizes that your files are valuable assets to your organization and we're committed to providing you with a one-stop resource for all your information management needs. ●



To obtain a copy of SYSTEC's filing supply catalog, call us toll free at 1-800-877-7SYSTEC or e-mail us at info@systecgroup.com.

Is there a hot business issue you need answered?

For your opportunity to receive advice from some of the nation's top information and materials management experts visit our web site at <http://www.systecgroup.com>!



SYSTEC™

systems ♦ technology

385 Williamstowne
Suite 4B
Delafield, WI 53018
1-877-7SYSTEC

www.systecgroup.com
info@systecgroup.com

For a FREE online subscription, go to <http://www.systecgroup.com/newsletterform.asp>

Please send your editorial contributions or requests for printed copies of the newsletter to: info@systecgroup.com

To unsubscribe to this newsletter e-mail a blank message to: unsubscribe@systecgroup.com