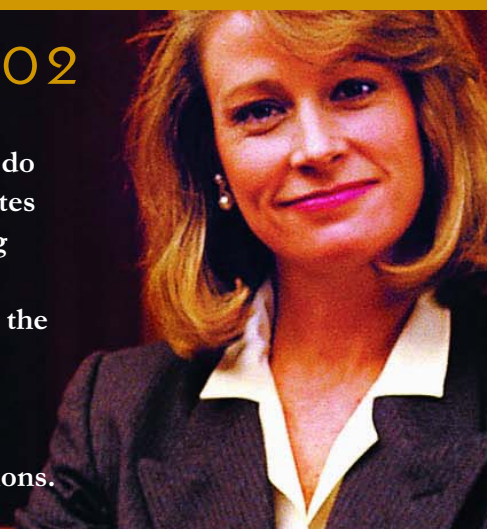


SARBANES-OXLEY ACT OF 2002

The Sarbanes-Oxley Act of 2002 (SOX) has changed the way companies do business, creating new standards for corporate accountability and mandates for consistent, trustworthy records management practices. Understanding SOX compliance is the first step toward implementing a comprehensive compliance strategy. SYSTEC professionals have the expertise to provide the tools you need to overcome the challenges of achieving SOX compliance while creating a fully integrated, comprehensive records and information management system. The corporate world relies on the experience and knowledge of SYSTEC professionals to develop custom, compliant solutions.



Who is affected?

- Private organizations that supply goods and services to publicly held companies
- All publicly traded companies
- Registered public accounting firms
- Companies in the process of registering securities under the Securities Act of 1933
- Any company, national or foreign, required to file with the SEC

What Information is affected?

- Financial records
- Audit reports
- Digital communications
- Web site records
- Internal control reports
- Employee complaints regarding accounting/auditing practices
- Materials related to questionable activity

Any private company providing goods and services to publicly owned companies also must comply with SOX regulations.

WHAT IS THE SARBANES-OXLEY ACT OF 2002?

The Sarbanes-Oxley Act of 2002 was passed by Congress in July of 2002 in order to implement changes in federal securities regulation, corporate governance, and the regulation of auditors. As a result, corporate financial departments or outside accounting firms must be able to certify that financial statements represent accurate operations and financial conditions. In addition, companies must provide second-day reporting of insider trades and disclose changes in finances or operations on an updated and rapid basis. Any private company providing goods and services to publicly owned companies also must comply with SOX regulations.

The costs of non-compliance are high and include serious fines and imprisonment. In fact, willful destruction of corporate audit records can result in imprisonment up to 10 years, and destroying or altering records to impede a federal investigation is punishable by imprisonment of up to 20 years.

Planning and Implementation for Sarbanes-Oxley Compliance:

- Understand how your organization, whether private or public, is affected by SOX.
- Familiarize yourself with SOX compliance and guidelines relevant to your industry.
- Evaluate your internal operations and systems to understand the impact of SOX on your current financial and record-keeping practices and procedures.
- Implement a legally valid retention and destruction schedule ensuring vital records are kept as long as legally and operationally required and obsolete records are destroyed.
- Outline a process to accommodate rapid information requests in the event of government investigations, litigation or adverse situations.
- Ensure accountability by training each and every employee on the compliance of your records management program.
- Develop and document a records management plan to meet SOX requirements.
- Partner with a professional to implement training and records management processes.

Sarbanes-Oxley resources: www.soxlaw.com; www.sec.gov

COMPLETE SOLUTIONS

SYSTEC, a national organization expert in the design and delivery of fully integrated or individualized information and materials management solutions, offers our customers decades of experience in professional business solutions and product expertise - all from a single source.

Professional Services

consulting
conversions
relocations
audits
interfiling
database development
purges

Filing Systems/Technology

filing supplies
labeling
tracking
imaging
document management

Storage Solutions

mobile
rotary
linear/lateral
cabinets
multi-media
shelving
heavy-duty

Furniture & Museum Storage

mailroom
library
computer
museum



SYSTEC SOLUTION

CHOOSE AN EXPERT

SYSTEC's professionals offer superior expertise and knowledge of records and information management to assist you in becoming SOX compliant. Whether you have just begun implementing SOX compliance guidelines or are re-examining current processes, SYSTEC professionals can help you develop a records management system to help you achieve your compliance goals. SYSTEC clarifies your business needs, examines current practices, implements compliance-based solutions, conducts trainings for process execution and performs follow-up evaluations.

SYSTEC solutions for SOX compliance include:

- *Fully integrated records management solution*
- *Barcode labeling / tracking & RFID*
- *Analysis, consulting and training services*
- *Information record centralization*
- *Electronic document management systems*
- *File audits*
- *Color-coding / label print systems*
- *Filing supplies and storage solutions*



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