

# DigitalFortress™

## *Secure Retention of Vital Records™*



Image Fortress offers DigitalFortress, a secure, reliable electronic records archiving service. Operation of DigitalFortress can be fully automated to ensure full compliance with all long-term records retention and preservation requirements, regulations and standards including Sarbanes-Oxley and SEC Rule 17-4a.

In today's environment, almost all of the documents, files and records that organizations generate or receive are digital. Financial reports, text files, e-mails (and their attachments), image files, spreadsheets, CAD files, electronic forms, digital audio/video, or web-based files all contain vital information. As these files move from "active use" to long-term retention, they need to be securely archived to guarantee future access, availability, and authenticity, in many cases for decades after active use.

**DigitalFortress™** is a comprehensive, end-to-end Web-based electronic document and records archiving service. The service is operated, managed, monitored and maintained on a 24x7 host-managed basis for government and commercial customers. No additional hardware or software is needed to utilize this important electronic records retention and preservation capability! And DigitalFortress has been designed to meet all of the stringent regulations recently enacted by the National Archives and Records Administration for long-term electronic record keeping and archiving and all of the National Institute of Standards and Technology's standards implementing the Government Information and Security Reform Act of 2000, HIPAA information security requirements and the requirements of Government Paperwork Elimination Act (GPEA) to ensure that your organization meets all Federal records compliance requirements.



### IMAGE FORTRESS

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Use of DigitalFortress service couldn't be easier. Documents that you need to archive are automatically uploaded from your IT systems via a secure connection to DigitalFortress. Your organization's records management rules are used to determine which files are to be archived, how long they are to be archived, and who will be allowed future access. Once our DigitalFortress system receives the records upon an upload, metadata is automatically created and stored in a high performance database and all records are fully indexed and cross-referenced. The records are placed in our secure digital archive after being digitally signed to prevent forgery.

An authorized user can access an organizational archive for search and retrieval through standard Web browsers; there is no special software needed to access your archive. Security is provided through the use of password authentication and user authorization. This ensures that users can access only the information and records for which they have been cleared and specifically authorized to have access.

# Digital Fortress Benefits

## Cost Effective

DigitalFortress is a hosted and fully managed solution  
No upfront capital required to begin archiving  
No additional staff required to manage or administer archive system  
Lowers ongoing cost of compliant record retention by up to 80%

## Security

Your electronic records are stored off-site in a secure data center  
Encrypted access to records through standard web browsers  
Access records only from authorized locations  
Multi level security to match access permissions to records security levels

## Integrates with your existing process

DigitalFortress can automatically archive office documents, financial reports, e-mail and any other information.  
DigitalFortress can integrate with your current ERP or workflow applications  
DigitalFortress provides single-source management of digital and paper records  
Ensures your organization meets increasingly stringent record retention requirements

## Easy to use

There is no special software needed to access or add documents to the archive  
Customized index capabilities simplify searching and ensure rapid location of critical records  
Automated record upload process

## Guaranteed Authenticity

Records are unalterable—ensuring compliance with oversight regulations such as Sarbanes-Oxley and SEC Rule 17-4a  
All records are digitally signed to prevent malicious alteration  
DigitalFortress maintains all versions of a document including the original  
Record deletion requires multiple approvals

## Guaranteed Availability

Technologies change over time, especially storage media and software file formats, turning older files into digital gibberish. DigitalFortress ensures that your records are always stored on current technology in viewable formats.

## Regulatory Compliance

DigitalFortress is compliant with all current Federal records retention regulations including:

- 36 CFR 1220
- 36 CFR 1228
- 36 CFR 1232
- 36 CFR 1234
- 36 CFR 1236, and
- Conforms to ISO's Open Archival Information System (OAIS) Reference Model of January, 2002 (the Blue Book).
- FIPS 31 (ADP Physical Security & Risk Management),
- FIPS 73 (Security of Computer Applications),
- FIPS 140-2 (Security Requirements for Cryptographic Modules),
- FIPS 180-1 (Secure Hash Standard),
- FIPS 186-2 (Digital Signature Standard)
- DoD Standard 5015.2