



## DOCUMENT TRACKING

Security begins with having a precise document tracking and control process. Much like FedEx uses barcodes to track packages through its processes, the best document scanning companies use barcodes similarly to track and control documents through their processes.

Document tracking ensures that every document is accounted for and processed, and it reduces the likelihood of files being lost or misfiled after scanning. This is especially important if you're scanning documents with confidential or sensitive information.



## CHAIN OF CUSTODY

Processes are critical to ensuring accuracy, quality control and security. That's why maintaining a solid chain of custody of your documents is important. This chronological record of every document over its entire life cycle tracks things like:

- The current location of any document at any time
- The name of the person handling the document
- The processes which the document has been subject to
- When the document was processed and completed



## ENCRYPTION

When scanned documents are sorted and sent over networks, they must be encrypted to ensure the confidentiality and integrity of the data. Encryption is established immediately when scanned, while in transit and at rest. It is the most effective way to protect your data from unauthorized access. Coupled with strong passwords, this helps prevent data from being compromised during the scanning and storage process.



## PHYSICAL SECURITY OF HARD COPY DOCUMENTS

Every box containing records must be sealed with tamper-evident tape before leaving your office. That tape is then inspected on each box when arriving at the scanning center to ensure boxes were not opened during transit.

Upon arrival, hard copy record boxes should be kept in locked storage within the secure processing center. Upon completion, secure hard copy records are destroyed and witnessed by authorized management, or the record boxes are sealed for return to your office.



## ONSITE SECURITY

Before going paperless, find out details about the physical facility used to scan your documents. Make sure the facility is:

- Locked, with access limited to authorized employees only
- Alarmed and monitored by 24-hour surveillance cameras
- Running background checks on all employees
- Ensuring all employees who handle documents are formally trained to follow HIPAA and other privacy regulations and procedures

# 5 SECURITY ISSUES TO CONSIDER BEFORE DIGITIZING YOUR DOCUMENTS

**Try a Box for \$199**

## DIGITIZE YOUR DOCUMENTS WITH CONFIDENCE

ARC's Scan-by-the-Box service is simple, secure, and cost effective. Start your journey to a paperless office today.