



Electronic Archiving Challenges and Solutions

At a glance ...

The Sarbanes-Oxley Act of 2002, the Gramm-Leach-Bliley Act, HIPAA, SEC Regulations, and other new and tough government regulations have changed the way organizations conduct and record their business. Regulatory compliance has been pushed to ever greater prominence over these past few years. As a result, the legally required searchable archive of an organization's data has become the focus of most businesses.

New Focus ... New Challenge

This new focus particularly impacts the highly regulated Financial Services and Insurance industries, and increases the importance of document and record archival management for almost all of Corporate America, as well as Government agencies and non-Government organizations. Organizations are faced with compliance challenges ranging from simple storage, retention, and retrieval of business records to meet ongoing compliance reviews, audits, and legal actions. They must be able to find and retrieve information on demand to demonstrate compliance.

Today, much of the operational impact of business record retention requirements is still emerging because this focus is new and the implications for non-compliance are severe. However, we do know that massive amounts of data, documents, images, and emails will be stored and retained for many years, with the ever-present requirement of instant availability to the organization's personnel.

Meeting the Challenge with Powerful Solutions

OPTIMUS[®], an innovator in document archival and retrieval solutions, is prepared for the new regulatory compliance requirements with OptiAuthor[®], a software product with patented technology that helps organizations meet new compliance requirements to store, protect, and retrieve business records.

Search tool packaged with data

What good is a disc full of data if you no longer have the applications that created that data? No use at all ... because without those applications, you can't view the data. The good news is ... with an OPTIMUS[®] search tool packaged with the data, you don't have to worry. You don't have to rely on the applications that created the data to search the data. You can search straight from the disc with a friendly search application that lets you:

- Enter general or specific search criteria.
- Scan through a list of results.
- Select one or more items in the list to view, print, or download.



OPTIMUS[®] Corporation 4715 Innovation Drive Fort Collins CO 80525

sales@OPTIMUSsoftware.com 800.869.7989 970.226.3466 www.OPTIMUSsoftware.com



Web Delivery

Suppose you don't want the data on disc? Maybe your users prefer to access data via the Web. OptiAuthor® now lets you process your data for rapid

- Archive your data in a relational database for easy scalability.
- Authenticate your Web users using LDAP or Active Directory (AD).
- Authorize data so users can only see documents intended for them.
- Associate scanned images with other documents for complete information delivery.

Corporate America ... is faced with compliance challenges ranging from simple storage, retention, and retrieval of business records to meet ongoing compliance reviews, audits, and legal actions

Indexing

How do you make sure that the users who have access to the data can quickly search through it and find what they need? OptiAuthor® lets you index the data for fast keyword searches, so users can find what they need, when they need it.

Encryption

How do you keep the wrong people out, but let the right people in to get the information they need? With encryption – encryption is the process of transforming data into a coded form that can be read only by the intended receiver with the correct key. To decipher the message, the receiver of the encrypted data must have the proper decryption key (password).

OptiAuthor® uses both AES and PGP encryption for the ultimate in security:

- **AES.** Symmetric encryption method where the sender and receiver of the data both use the same secret key to encrypt and decrypt the data.
- **PGP.** PGP takes the AES key and encrypts it. Now both the data and the key are encrypted. PGP is an asymmetric encryption method where the sender uses a "public" key to encrypt the AES key, and the receiver uses a different "private" key to decrypt the AES key.

Compression

How much space does it take to store all your data? With powerful compression methods, OPTIMUS® makes sure your data uses up the least amount of space to minimize the storage media required and to increase data transfer speed when the data is stored on the Web. In addition, OptiAuthor® supports the new dual layer DVD storage format (9.2 GB), and in the near future will support storage formats up to 40 GB per disc!

Providing our Customers with the Best

OPTIMUS products and solutions allow our customers to easily, efficiently, and economically store and find documents, images, or any other data—structured or unstructured -- across multiple data platforms, based on the specific requirements of their reporting and compliance needs.

The challenge of archival will only become more demanding with changes to legislation and the imposed requirements. Throughout this process, and regardless of the complexity of our customers' requirements, OPTIMUS® will continue to provide its customers with the necessary solutions to manage electronically stored, mission-critical information.