

## Using Disc Stakka to store, protect and manage your electronic records

You may have read that Imation's Disc Stakka is the perfect solution for storing and protecting your data CDs, DVDs, music and game discs.

But that's not all it can do.

The OpdiTracker software, database and search engine that manage the Disc Stakka make this solution the ideal tool for businesses (both large and small) to store electronic records for their own needs, as well as to satisfy legal and regulatory requirements.



### Laws are getting tighter

Over the last few years, the newspapers have been full of examples of the questionable accounting and data retention practices used by some large companies (many of which are no longer with us). Companies in both Australia and the US have faced criminal charges or lost key court cases due to their failure to retain and secure business records in line with the law.

Governments around the world are investigating these practices, and are introducing a number of changes to the ways that companies are required to manage and retain their records: tough new laws are being introduced and existing laws are being strictly enforced.

With many companies now dealing internationally, it's important to be aware of and conform with not only their local laws, but also the laws of all countries in which they operate.

For example, the changes to acts and rulings in the US include the following:

- **SEC Rule 17a** requires that many records and communications are kept and are accessible for seven years after the event.
- **NASD Conduct Rules** require that all books and correspondence (including emails) are retained.
- **The Sarbanes-Oxley Act** states that failure to retain required records in the correct manner, or allowing records to be altered, destroyed or concealed, can result in up to 20 years in prison.
- **General legal discovery** states that companies involved in legal proceedings are required to produce electronic communications (emails) that contain evidence.

What this means to businesses is that now, more than ever, they need to make sure that they are retaining the correct information for the correct period of time, and that their records are stored in a way that keeps them safe and satisfies all of the new laws and acts, both locally and internationally.

## Storing electronic records

Even though they have different laws and regulations, most countries share a common set of rules when it comes to storing electronic records:

- Records must be safe from alteration or deletion (for example, stored on non-rewritable, non-erasable media).
- Records must be stored securely where no unauthorized access is possible and an audit trail is able to be kept of all authorized access.
- Records must be readily accessible when they are required (usually within hours).
- Records must be able to be read for the duration of the retention period, which means they must be stored in a format that is still able to be read by a person, and stored using a medium that will last the entire retention period.

To satisfy these requirements, many people are storing their business records on CDs and DVDs, which have a predicted life expectancy of 30 to 50 years.

## Managing and protecting electronic records

After copying records to CD or DVD, the next thing businesses require is a way to manage and protect their discs and content:

- Discs and the records they contain need to be protected against loss, damage, and tampering (including unauthorized alteration or deletion).
- You must be able to capture evidence of a record's lifecycle (that is, when it was created, when it was edited, and who accessed it during the time it was archived).
- The solution must be scalable. Many records need to be held for 10 years or more, which means that your disc collection will grow over the years. Even though there may be only 10 discs today, in 10 or 15 years time that number may have climbed into the hundreds.
- The storage cost must be reasonable based on the large amount of records that need to be retained and the length of retention required for certain types of records.

Protecting your discs is very important. If records or discs are "accidentally" lost due to damage caused by incorrect handling or storage, you are still liable and can be charged under law with "destruction of evidence". Therefore, you need to make sure that you store your records in a manner where you can reasonably assume that they are safe and will survive for the required retention period.

## Introducing the Imation Disc Stakka

The Imation Disc Stakka is an automated carousel that stores and protects your 12 cm optical discs. Each Disc Stakka unit holds up to 100 discs, and links to your computer via a single USB connection that supplies both power and data. Built-in connectors allow you to stack units up to five high to create a tower that holds up to 500 discs without needing additional cables or desk space. Over 100 of these towers can be linked using powered USB hubs, which provides the ability to manage over 50,000 discs—all from the one computer!

Disc Stakka is managed using the bundled OpdiTracker software, database, and search engine. OpdiTracker automatically recognizes whenever you insert a new disc into a Disc Stakka unit or your computer's CD or DVD drive, and gives you the option to add the disc's details to your database. OpdiTracker also provides a number of tools to help you manage your discs and their content, and includes reporting capabilities and database management tools such as back up, restore, and import.

## Store your records "virtually online" for easy access

The Disc Stakka and OpdiTracker solution means that your electronic records are readily accessible.

When you store records for a long period of time, it can become very difficult and time consuming to locate a specific file quickly (as required by law). With a manual storage system, you often need to search disc by disc for the file you require: which can take hours or even days. Another option is an on line or near line storage solution, but these are typically very expensive.

Those days are behind you now that you've discovered Disc Stakka and OpdiTracker!

Together they provide an inexpensive and effective solution to this problem. All of your records are stored "virtually online", which means you can browse your discs and the files they contain in the same way as you browse the files and folders on your computer's drives. You can also take advantage of OpdiTracker's powerful search facility to locate any file within seconds. Once the virtual version of a file is located, you can eject the disc on which it is stored, and then insert the disc into your computer's CD or DVD drive to read the actual file. If the disc is already ejected, OpdiTracker will show you the name of the person who has it.

Having immediate access to your records not only saves you time, money and stress, it can also help to keep you out of trouble with the law!



## Protect your records against loss, damage and tampering

It takes just a few simple steps to catalogue your business records and store them "virtually online":

1. Copy the records for retention to a CD or DVD.
2. Insert the disc into your computer's CD or DVD drive. The OpdiTracker software automatically recognizes this as a new disc, and asks whether you want to add its details to the OpdiTracker database.
3. Select to add the new disc to your database. OpdiTracker then reads the disc, and records its name and all files and folders it contains.
4. Remove the disc from your computer's drive and insert it into a Disc Stakka unit. When OpdiTracker asks which disc you are inserting, select the new disc you added to the OpdiTracker database in the previous step.

Once your disc is stored using Disc Stakka and OpdiTracker, it is safe and secure and easy to manage:

- You can password protect your Disc Stakka units, and even individual discs, to ensure that there is no unauthorized access.
- You can capture the name of anyone who does access a disc (for example, by ejecting the disc or updating its content) to keep an audit trail.
- Your discs are stored vertically, and are protected from environmental contaminants such as dirt and UV. Plus, Disc Stakka is designed so that you handle your discs by their outer edge and centre hole when you insert or remove them after they are ejected. These features follow recommendations made by the NIST (National Institute of Standards and Technology) in their recent publication: "Care and Handling Guide for the Preservation of CDs and DVDs". (See <http://www.itl.nist.gov/div895/carefordisc/>.)
- You are dealing with a company you can trust. Disc Stakka comes from Imation, a world-leading developer, manufacturer and supplier of magnetic and optical removable data storage media products.

## Summary

There are so many factors you need to consider when it comes to retaining and protecting your electronic business records, it's enough to give you a headache. Fortunately, Disc Stakka and OpdiTracker can help to ease that headache. The Disc Stakka unit protects your discs from environmental contaminants while the OpdiTracker software helps to protect records from loss and tampering. This solution also gives you "virtually online" access to your records, and is scalable to meet your storage needs into the future. It's the smart and affordable way to keep your records safe.

## Find out more

Find out more about the Imation Disc Stakka, including where to buy it, at <http://www.imation.com.au/stakka>



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