

# **AIIM & ASSUREON** **AN ASSUREON BRIEF**

AIIM (Association for Information and Image Management) is the global community of information professionals. Their mission is to help organizations thrive in an era of Information Chaos led by mobile, social, cloud and big data.

How is your organization adhering to these standards? How have you equipped yourself to tackle these challenges?

## WHAT ARE THE RISKS?

- How do you manage the risk of growing volumes of content?
- How do you automate your content-intensive business processes?
- How do you use content to better engage and collaborate?
- How do you gain business insight from all this information?

The AIIM industry standard (Title: Assessing Trusted Systems for Compliance with Industry Standards and Best Practices - November 14, 2012) identifies the activities and operations an organization shall perform in order to evaluate whether the electronically stored information is maintained in reliable and trustworthy Enterprise Content (or Records) Management ECM (also referenced as EDMS, ERM, ERMS) systems.

As a first step, the organizational business practice documentation shall be reviewed. This documentation should include information identified in ARP 1 – 2009 section 6.17 “Business Practice Documentation”.

The assessment team shall review the BPD (Business Practices Document) policies and procedures against the practices being followed by the user teams, as well as industry standards and best practices. Failure to follow the processes and procedures as described in the BPD, or which are not in conformance with industry standards and best practices, may leave an organization vulnerable to claims that the ESI is not reliable or accurate.

ISO/TR 15801:2009 is for use by any organization that uses a document management system to store authentic, reliable and usable/readable electronic information over time. Such systems incorporate policies, procedures, technology and audit requirements that ensure that the integrity of the electronic information is maintained during storage.

ARP-1 2009 - An AIIM Recommended Practice Report prepared by the Association for Information and Image Management International.

## CONFIDENTLY CONFORM WITH AIIM STANDARDS WHILE PROTECTING YOUR DATA!

Table 1 – ISO 15801 and ARP 1 -2009 Cross Reference documents the relationship between the ISO 15801 system requirements with the associated detailed activities from ARP 1 -2009. It is important to note that when reviewing both documents that terms may be slightly different, but the concept between key activities is consistent.

**Assureon is a logical fit to address any organizational gaps you currently have with the AIIM standards. Here's how...**

**ISO 15801 AND AIIM ARP 1-2009 CROSS REFERENCE (ISO ORDER) – TABLE 1**

ISO 15801	ARP-1 2009	ASSUREON
Information Capture	Description of how information will be scanned, indexed, and verified.	Yes
Document Image Capture	Description of how information will be scanned, indexed, and verified.	Yes
Data Capture	Description of how information will be scanned, indexed, and verified.	Yes
Indexing	Description of how information will be scanned, indexed, and verified.	Yes
Authenticated Output Procedures	No corresponding section.	Yes
File Transmission	No corresponding section.	Yes
Information Retention	Description of how the system will adhere to the published records retention schedule; description of how the system will be secured from unauthorized access; unauthorized modification or alternation.	Yes
Information Preservation	Description of how documents will be secured from unauthorized modification or alternation; description of how the system will adhere to the published records retention schedule; description of how authorized modification of documents will be managed, including audit trail; description of how notes and annotations (if any) will be stored and managed, if they are a part of the business record.	Yes
Information Destruction	Description of how the system will adhere to the published records retention schedule.	Yes
Backup and System Recovery	No corresponding section	Yes
System Maintenance	Description of how the system will be secured from unauthorized access	Yes
Security and Protection	Description of how the system will be secured from unauthorized access	Yes
Date and Time Stamps	No Corresponding Section	Yes
Version Control	Information and the ability to retrieve any previous document version required to be maintained; description of how notes and annotations (if any) will be stored and managed, if they are a part of the business record.	Yes

## HOW DOES THE ASSUREON FILL THE GAP?

ISO 15801 & ARP-1 2009	ASSUREON
Information capture	Archive data directly from any local/CIFS/NFS path. No API integration required.
Document Image Capture	Archive data directly from any local/CIFS/NFS path. No API integration required.
Data Capture	<ul style="list-style-type: none"> <li>Assureon forms the file's unique fingerprint upon creation</li> <li>MD-5/SHA1 hash stays with the file throughout its life</li> <li>Validates integrity during ingestion, replication, and ongoing</li> </ul>
Indexing	Content searchable by metadata (filename, directory, date modified, file size, etc).
Authenticated Output Procedures	Active Directory integration to authenticate users
File Transmission	TCP based transfer of data which can be encrypted
Information Retention	<ul style="list-style-type: none"> <li>Long-term retention of files</li> <li>Create retention rules and associate them with files and folders</li> </ul>
Information Preservation	<ul style="list-style-type: none"> <li>Active-Active Read Failover</li> <li>Native File De-Duplication</li> <li>Assureon Client/Assureon Edge</li> <li>Standard Assureon Replication</li> <li>Read access is tracked to see who accessed the data</li> <li>Data can be encrypted at rest</li> </ul>
Information destruction	Scrubs all copies of the file it has access to and then deletes the file along with its encryption key. When the encryption key is deleted, every copy of the file is effectively destroyed.
Backup and System Recovery	<ul style="list-style-type: none"> <li>Instead of creating shortcuts on disk the Assureon client has the ability to have the shortcuts reside purely in memory. This facilitates extremely fast recovery time. If the Assureon Client server goes down; you need only bring up another machine, install the Assureon Client on it and the files appear instantaneously.</li> <li>Assureon always has two copies of all data. An integrity audit validates that each file is valid by comparing it against the original fingerprint, and self-heals itself if it finds corruption. The two copies can be at the same location or at a different site.</li> </ul>
System Maintenance	<ul style="list-style-type: none"> <li>Access Audit Trail</li> <li>Encryption of Files at Rest</li> <li>Virtualized Multi-Tenancy</li> <li>System state shows health of system</li> <li>Email alerts when disk space is low or queues are high, etc.</li> </ul>
Security and Protection	<ul style="list-style-type: none"> <li>Original File and Metadata Preservation</li> <li>Ongoing Integrity Checking</li> <li>Comprehensive Self-healing</li> <li>Encryption</li> </ul>
Date and Time Stamps	All meta data is time stamped using secure certificates, and Assureon uses a reliable timesource to ensure the time is accurate and prevent tampering.
Version Control	File Versioning

## ABOUT NEXSAN

Nexsan is a global leader in storage, back up and data management solutions that are focused on seamlessly and securely enabling a connected workforce. Its broad solution portfolio empowers enterprises to securely store, protect and manage valuable business data – allowing users to sync, share and access files from any device, anywhere, anytime. [www.nexsan.com](http://www.nexsan.com)