



Digital Asset Storage

The DAS Advisor

The Source for Document Management and Storage Information

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Greetings!

Our February issue includes news and information on Document Management, Data Security, and an Alchemy Patch that is now available - our DAS technicians found the solution for this problem and developed the patch!

Please pass the newsletter along if you have friends or colleagues who are interested in our products and services, and they can [sign up](#) for their own issues of the DAS Advisor.

***What is Document and Records Management?**

Originally, a document management system was a computer program, or group of programs used to track and store images of paper files. The term more recently has been used to differentiate between imaging and records management systems that focus on paper and image capture and records.

All document management systems are made up of software applications designed to manage all types of documents, including scanned, electronic and paper, and provide the storage, retrieval, security and archiving of those documents. Records management deals with the life cycle of records. It is the planning, controlling, directing, organizing, training, promoting, and other activities involved in records creation, maintenance and use.

The document management process starts with the conversion of paper documents and records to electronic files. Typical systems have the user scan in the original paper document, and store the image of the document in the document management system. The image is often given a name containing the date and the user is often asked to type in additional "index labels or tags" in order to make finding the image easier. More advanced versions also perform an OCR on the image, storing the text along with the image. Once the document is

stored, it is typically retrieved using an application that "reads" how the indexed information and image are related. That way when you search for "purchase order", opening the document will in fact open the original image.

Document management systems are becoming an essential part of the modern company's disaster plan and government compliance requirements.

Document and records management makes it possible to:

- Manage millions of documents and retrieve what you need in seconds.
- E-mail and fax files instantly.
- Back up files and records for disaster recovery.
- Publish documents to CD, DVD or the Web.
- Reduce risk and address compliance requirements imposed by the SEC, NASD, HIPAA, and Sarbanes-Oxley.
- Improve customer service and operational efficiency.

**Call Our DAS Specialists at 1-888-395-6396
for a No Cost Consultation to Add or Upgrade a Document
Management System for Your Business!**

*** If Security Matters, Use Tape NOT Disk!**

Although Disk plays an important role in data protection, tape is still the best choice for serious data security because tape is;

- Mobile
- Near – Line and Offline (primarily)
- High Capacity
- Enduring, as the only medium with a very long, proven shelf life
- Hardy, tolerating a relatively high degree of environmental variability
- Flexible, supporting the security of Write Once Read Many (WORM)
- Secure, through integrated data encryption support
- Affordable

Tape provides the three critical components that permit sound data protection: mobility, affordable redundancy, and secure access.

- Mobility – Tape is mobile and with the libraries, retro compatible.
- Redundancy through multiple data copies – Tape can easily be duplicated
- Off – Line data with on-site security – Access to Tape, especially when used in a tape library, can easily be restricted. It is also far less vulnerable to viruses and other online threats.

Encryption is another possible solution, not yet affordable on disk. While this argument supports the use of tape, they do not dismiss the importance of secondary disk. Disk has an important role in storing data, and is increasingly vital to rapid recovery time objectives (RTO) and Continuity of Operations Plans (COOP), for storing the percentage of data central to organization continuity. Disk alone however will never be enough.

Simply put, keeping volumes of data secure requires tape. To get the most out of any tape installation, use the best available automation to keep your data secure.

Call the DAS Document Management Specialists at 888-395-6396 for more information.

***Alchemy 8.2 Now Automatically Recognizes Clustered Databases!**



For installations running multiple clustered databases, the previous versions of Alchemy only recognized the server node. Digital Asset Storage's collaborative efforts with Captaris has resulted in a patch that enables Alchemy 8.2 to recognize any SQL database cluster. This patch will be officially published in the next Alchemy release, but Digital Asset Storage and CD Dimensions, Inc. has access to this patch now exclusively for our customers.

Call Alani Kuye at 888-395-6396 to receive information on this patch and installation information.

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