



InStream's Vault and Document Security Procedures

Your company and team can rest easy knowing that your documents are under InStream's care.

We go to great lengths to ensure tight document security and preservation.

Specifications

- 20,000 cubic feet with adjacent 20,000 cubic foot expansion vault
- 10" steel reinforced concrete structure with reinforced concrete floor and ceiling
- Designed to U.S. defense standards – Class A unit, safeguarding your files from unauthorized access
- Mosler vault door approved for military classified (DOD) records
- Climate controlled for stabilized temperature and humidity
- Temperature is maintained at 70 degrees
- Humidity is maintained at 35%
- Electronic monitor system with alarm notification to sound when outside of controlled limits
- Fire, smoke alarm and suppression systems
- Computerized grid inventory system showing exact location and contents of each microform in storage, backed up daily

Physical Security of the Premises

- InStream's conversion facilities are equipped with intrusion and fire alarm systems, featuring 24/7 smoke, motion and heat detectors.
- 24/7 Video Camera Surveillance throughout the conversion and storage vaults.
- No portable devices with cameras are allowed on the conversion floor or in the document storage areas.
- Storage Security – there is a separate document storage area that has zonal on/off sprinkler heads. This area is separate from the rest of the conversion facility with concrete-filled block walls, steel reinforcement bars, and a separate concrete ceiling.
- All guests must sign a security and non-disclosure for and are manually escorted through the facility.



Transportation

- Only InStream vehicles and InStream personnel are used for client pick-ups.
- InStream delivery trucks are locked at all times.
- InStream drivers are insured and are required to carry a picture ID.
- All pick-ups and deliveries include InStream Transmittal forms.
This begins the chain of custody for the documents.

Control of Client Records

- InStream has created a production software that controls and audits all functions and aspects of the conversion process. This software is unique to InStream and enhances our custodianship of client files.
- InStream prepares an inventory of all documents picked up at the customer's site. When boxes arrive at the conversion lab, the inventory list is entered in the system for processing.
- For project uniformity and adherence to specifications the software creates machine generated written instructions for all phases of the project - preparation, indexing, scanning, quality control and deliverables.
- The software identifies and tracks, as an audit report, each employee who touches a client record and project.
- Upon project completion, we generate both packing slips and destruction notices.
- All employees sign confidentiality agreements and are briefed during our on-boarding process of our security procedure

