



HOME
SITEMAP
CONTACT US

NEWS COLUMNISTS SPECIAL INTERESTS RESOURCES ABOUT US

HVTO News and Information

PLATINUM SITE SPONSORS:



BARR SYSTEMS



HVTO Search Engine

GO

OUTPUTLINKS ONLY
600+ HVTO SITES

News Channel Guide

- [HVTO News](#) **RSS**
- [Case Studies](#) **RSS**
- [eNewsletters](#) **RSS**
- [Surveys](#) **RSS**
- [White Papers](#) **RSS**

In This Section



The latest breaking news, from new products to acquisitions to industry events, from across the high volume transaction output (HVTO) industry. Gain insight and analysis into current events, news and issues chosen by our world class editorial staff.

Submit a News Item

General

Jun 07, 2010

Meeting the Compliance Challenge

By Terry Wieczorek, DocuLynx, Inc.

Compliance continues to be one of the hottest buzzword facing high volume transaction output providers — and one of the most complex. As a business responsible for assembling, producing, managing, and delivering high volumes of individualized transaction documents, it is necessary that part of your document strategy includes keeping accurate and secure documentation of both internal and external operations. This involves everything from payroll practices, statements, sales and marketing records, and even data from production procedures. This stored information provides transparency on every aspect of your business and can help you serve your customers more efficiently as well as limiting your exposure should legal or regulatory questions arise.

The importance of developing a document compliance strategy

The very first step in proactively defining and implementing a document compliance strategy is to first research your storage needs. This will provide insight into how long you must keep each type of document while also ensuring transparency measures are in place. Second, you must develop rules for every level of employee, and maybe even customers, to establish who will have access to which documents.

The next step is to decide how you want to store the documents. Will you maintain them in their native form or switch to a PDF archival system? PDF is becoming increasingly popular largely because it ensures that everyone looking at the document will see the same version as the original document. Lastly, it is very important to keep track of each document's life span and then destroy any document as soon as you are allowed. Removing a document from your archive as soon as

Search the World of Transaction Output



Got some hot news?

We are always looking for interesting news and information about the HVTO industry. If you have an article about a product, vendor or new development in the industry, please let us know.

Click on the link below to submit a news item.

▶ EMAIL THE EDITOR

legally allowed can save your company from any undue exposure should there ever be an audit.

Maintaining your archiving system

Typically, businesses archive documents to meet the requirements of relevant compliance standards. For example, insurance companies must maintain a copy of a life insurance policy for the customer's lifetime plus five years. IRS-related documents may have a life cycle of three to five years, while in other industries, seven years may be required.

Some enterprises choose to outsource the handling of their documents to a third party and focus on their core business. A third-party service provider should have the ability to specialize in archiving services as well as the experienced personnel to help you design and implement a system customized to the requirements of your business and customers.

The bottom line

Regardless of which solution your company chooses, it is essential to stay informed in term of both the software and services surrounding document archiving and compliance requirements. Whether you are an enterprise or trusted service provider, your solution must be scalable, portable, and secure. It must have the ability to process documents quickly while providing both online and offline capabilities. Most importantly, there needs to be sufficient bandwidth to meet your storage requirements for seven years or beyond to maintain compliance.

Continuous change has become the one constant businesses can rely on and every industry has to move fast today to remain responsive and competitive. Keeping in compliance with all applicable standards, and one step ahead of demand, is a critical element to any document strategy.

Terry Wieczorek is president and CEO of DocuLynx, Inc.

Interested in Reading More?

Our system thought this story was mainly about: [docuLynx](#), [document strategy](#), [insurance](#), [service provider](#), [transaction](#)
Have different ideas? Please [tell us](#).

[View the eNews Archives >>>](#)

PRIVACY POLICY

[Become a Sponsor](#)

THANKS TO OUR FINANCIAL SUPPORTERS

[NEWS](#)

[COLUMNISTS](#)

[SPECIAL INTERESTS](#)

[RESOURCES](#)

[ABOUT US](#)

Adobe | AMGRAF | Argos | Art Plus Technology | BÖWE BELL + HOWELL | BARR | CA | Canon | CDP Communications | Compart | COPI | CrawfordTech | Cypress Software | D&R Products | Delphax | Document Sciences | DOCUMENT Strategy Forum | EDSF | Elixir | EPSIIA | Esker | Exstream Software | FIS | Gartner, Inc | GMC | Graphic Arts Show Company (GASC) | Hewlett Packard | IBM | InfoPrint Solutions | InfoTrends | Kern | Kodak | Madison Advisors | Mail Gard | MegaSpirea | Microplex | NEPS | Nipson | Océ | Océ Business Services | Optimus | Personix | Pitney Bowes | Pitney Bowes Emtex | PODI Aust NZ | PrintSoft | Ricoh Printing Systems | RISO | Rochester Software Associates | RSD | Sefas | StreamServe | Tally Genicom | The Bennett Group | Vision Events