



COMPLIANCY THROUGH PROPER TAPE MANAGEMENT

B&L Associates, Inc.
220 Reservoir St., Suite 15
Needham, MA 02494
781.444.1404

www.vaultledger.com | www.vertices.net

ABSTRACT

Recent government privacy and accountability regulations have led to sweeping overhauls of enterprise IT environments in an effort to become compliant. Tape management and, in particular, the use of a comprehensive tape management system can be an effective tool in helping companies become compliant with many of the regulations contained within the Gramm-Leach-Bliley Act, the Sarbanes-Oxley Act and HIPAA.

GRAMM-LEACH-BLILEY ACT

Part of the Gramm-Leach-Bliley Act of 1999 (GLBA) requires that financial institutions provide administrative, technical and physical safeguards to protect the integrity and confidentiality of customer records. Companies must also ensure the availability of financial information and business continuity in cases of catastrophic failure, damage or attack.

Compliance failures with GLBA can mean fines of up to \$1,000,000, as well as other penalties.

SARBANES-OXLEY ACT

The Sarbanes-Oxley Act of 2002 (SOX) was enacted in response to corporate scandals such as Enron and WorldCom. It creates regulations to ensure the integrity of corporate financial information, as well as dealing with corporate governance.

SOX affects publicly traded companies, their officers, boards and auditors, holding those parties responsible for the accuracy of financial information. Non-compliance can result in hefty fines and even jail time.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted to protect health insurance coverage for workers and their families when they change or lose their jobs. It included a section, Title II, which requires the creation of standards for electronic patient health, administrative and financial data, as well as the protection and security of health data. It is complying with Title II of the act that is of major concern to many companies and is posing the biggest challenge for compliancy.

HIPAA affects virtually any organization involved with healthcare from healthcare providers to health-care plans. It even extends to companies that are not exclusively in the healthcare industry such as information system vendors.

HIPAA requires these organizations to provide administrative, physical, and technical measures to ensure the security, confidentiality and integrity of Protected Health Information (PHI). HIPAA does not prescribe any specific measures on compliance, but does say that failure to reasonably protect PHI could lead to noncompliance, exposing the officers of non-compliant organizations to fines of up to \$250,000 and jail time of up to ten years.

TAPE MANAGEMENT SYSTEMS

Tape management systems store, track and protect mission-critical information throughout an enterprise. Although many companies already back up their data, this alone may not be sufficient to comply with these new government regulations. For example, Sarbanes-Oxley requires retention rates of up to seven years for financial information. To satisfy this requirement, you would need to adopt a process for archiving the data as well as a process for retrieving the data when necessary.

A tape management system (TMS) will not satisfy all the requirements of GLBA, SOX or HIPAA. However, comprehensive tape management systems, like B&L Associates, Inc.'s VaultLedge™ and Vertices®, can help an enterprise comply with a myriad of federal regulations regarding security, audit, retention, disaster recovery and availability issues.

COMPLYING WITH SECURITY ISSUES

A central point to GLBA, SOX and HIPAA, is ensuring information is safe and secure from outside threats. In fact, HIPAA section 164.312 (a) (1), (2) requires access to health information be restricted to the appropriate users.

Both VaultLedger and Vertices provide outstanding security features that limit access to backup tapes only to authorized personnel. VaultLedger uses a fixed, role-based security system, while Vertices gives users a bit more flexibility with a two-tiered system, allowing users to customize security views and privileges. And access to the VaultLedger and Vertices databases are continually logged, so user access can be easily tracked.

COMPLYING WITH AUDIT ISSUES

Audits are required under GLBA, SOX and HIPAA, to confirm the accuracy and availability of information. With VaultLedger and Vertices, creating reports that fulfill audit requirements takes just a few clicks of the mouse. Optional bar code scanning and reconciliation features ensure the accuracy of the information. Both VaultLedger and Vertices also audit transactions performed against the database allowing a user to easily create printed reports detailing this information.

COMPLYING WITH RETENTION ISSUES

Section 802 of Sarbanes-Oxley requires companies to retain certain documents for up to seven years. Similarly, HIPAA requires that healthcare providers retain medical records from birth to age 21. For adults over the age of 21, they are required to keep medical records for five years, including two years past the date of death of the patient. And in both cases, this information must also be readily available.

Both VaultLedger and Vertices allow users to create custom retention schedules to help protect data for an indefinite period of time, ensuring it won't be accidentally erased (once again, in compliance with security issues). And because both VaultLedger and Vertices log the movements of all tapes, a few clicks of the mouse provide the exact location of any backup information or tape. Moreover, with optional bar code scanning technology, absolute accuracy is assured.

Complying with Disaster Recovery and Availability Issues

Section 105 of the Sarbanes-Oxley Act states that information must be available for review at any time to verify the accuracy of any document or information supplied by the Board

Section 164.308 (a) (7) of HIPAA talks about creating backups of health information and being able to restore information quickly in the case of a disaster.

With a few clicks of the mouse, both VaultLedger and Vertices allow users to locate important backup information, so that affected systems will be back up and running in no time.

CONCLUSION

As a first step towards becoming compliant with GLBA, SOX and HIPAA, the VaultLedger and Vertices tape management systems from B&L provide a number of advantages.

Continuous tracking inside and outside the enterprise means that tapes and the information on those tapes will not get unknowingly lost or compromised. Additionally, companies will be able to quickly retrieve backup information in the case of disaster recovery. Complex retention requirements will be easily handled and executed. Multi-level security features mean that personal and financial information will remain safe and secure. And both VaultLedger and Vertices allow users to create and print complete audit reports to satisfy all compliancy requirements.