



## About DocuSource

DocuSource offers customized solutions to streamline business processes and improve document management. Formed in 1990, DocuSource provides end-to-end seamless integration of document management software and hardware systems. DocuSource offers complete and highly integrated Managed Print Services (MPS) and Enterprise Content Management (ECM) solutions that bridge the gap between digital and paper workflow.

- Multi functional products (MFPs) and services including hardware and software solutions for document output and imaging
- Managed Print Services (MPS) that create a centralized, streamlined procurement process for all consumable items, break-fix repairs, preventative maintenance and user support
- Enterprise Content Management (ECM) Solutions including workflow, digital capture, process improvement, archiving and ERP integration

## CONTACT INFORMATION

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## Secure Data Destruction & Disposal Services

It has long been best practice to securely wipe PCs or laptops before they are destroyed or returned to a leasing company. After all, often there is critical corporate or personal information kept on the machines that could be dangerous in the wrong hands. And with compliance requirements, high profile breaches and national media spotlight, there is a growing awareness among customers as to the importance of the security of the data stored on the hard drive (HDD) of their multi-function devices. This includes the security of this data even when the machine is retrieved from the customer site or when the HDD is replaced individually.



DocuSource can help you evaluate the options available for your multifunctional devices and support you in meeting your organization's security requirements. Some of the manufacturer options available are:

### Data Overwrite

**RICOH (DOSS- Data Overwrite Security System)** - DOSS overwrites the sector of the hard drive used for data processing after the completion of each job. During the overwrite process, the data is deconstructed to prevent easy recovery. Additionally, DOSS also offers the option of overwriting the entire hard drive up to eight times. This option exceeds the U.S. Department of Defense and NSA requirements.

**RICOH (Hard Drive Encryption)** - This provides security for information that needs to be stored on the MFP or printer and reused again (ie. admin/ user passwords and address books). The Hard Drive Encryption Option differs from DOSS in that it doesn't destroy/overwrite the data. It encrypts the data so it can be accessed only by authorized users.

**HP (Secure Erase)** - This is an erase feature which meets the U.S. Department of Defense requirements for clearing storage media including print, scan, fax and copy jobs.

**Kyocera (Data Security Kits)** - Kyocera developed optional Data Security Kits as a means for businesses to protect the data on their MFPs and Printers, providing a reliable and effective deterrent from unauthorized access and activity. The Data Security Kit features 1x or 3x Overwrite Method, Data Encryption, Password Protected for Administrators, Automatic and Manual Deletion Modes. Installation of any Data Security Kit eliminates 'Repeat Copy' Functions.

### Removal of HDD for Customer Disposal

Our certified technicians will physically remove the HDD and hand it over to the customer for their preferred method of disposal. DocuSource can help you replace the hard drive prior to equipment return to meet lease terms that stipulate equipment must be returned in complete condition.

*Securing critical data after it leaves the confines of an organization's property is of paramount concern. There are simple and low cost countermeasures you can take to fully secure your information. Contact DocuSource today to learn more about your options.*