Securing Business Records

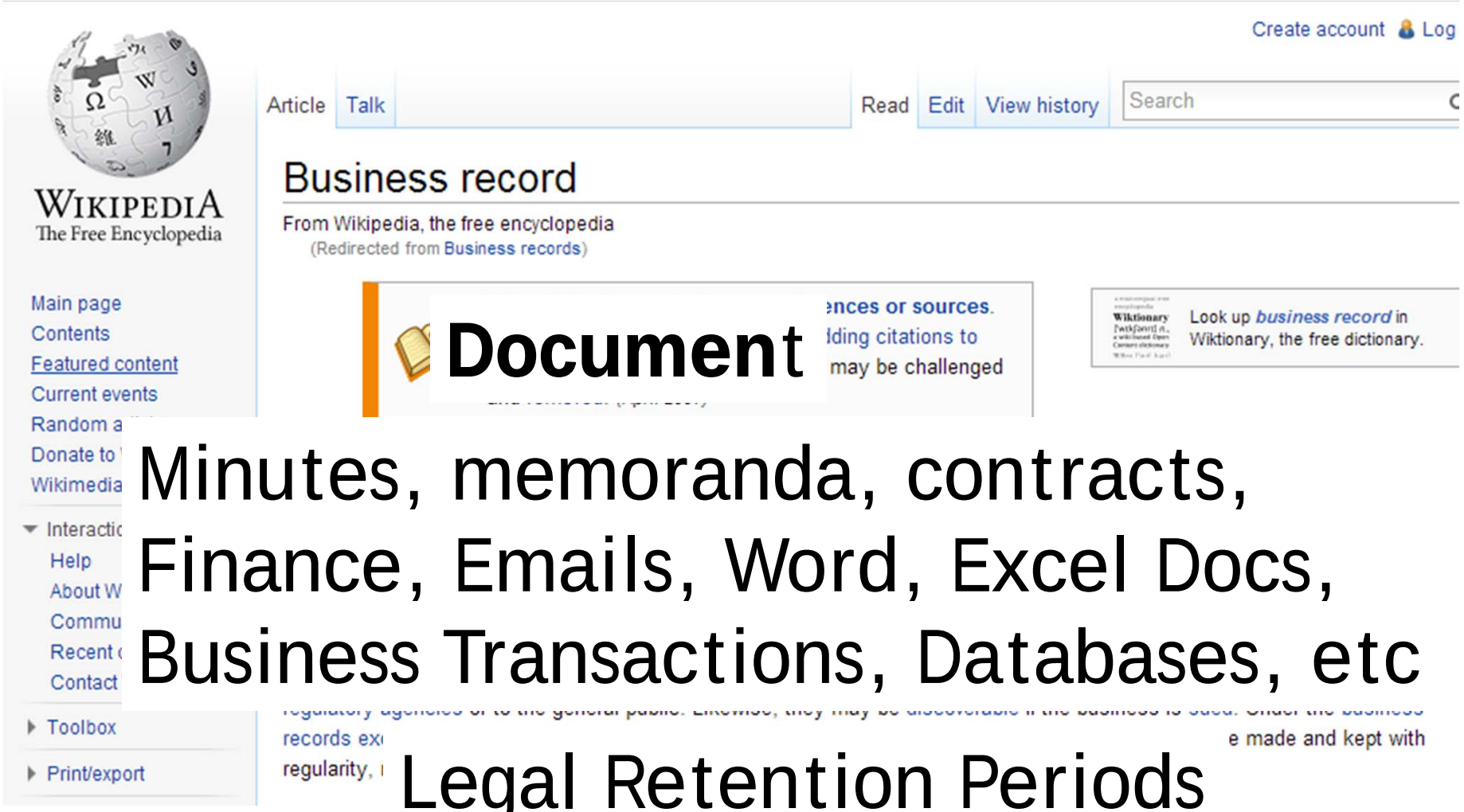
Risk Management & Disaster Recovery

Jhovanny Rodriguez
Vice President
(201) 696-0292 x113
jhovanny@syneteksolutions.com

Synetek Solutions
370 W. Pleasantview Ave. Suite 2-331, Hackensack, NJ 07601 v (201) 696-0292 f (201) 696-3818

Definition

DEFINITION


Create account
Log
Article
Talk
Read
Edit
View history
Search
WIKIPEDIA
The Free Encyclopedia
Business record
From Wikipedia, the free encyclopedia
(Redirected from Business records)
Main page
Contents
Featured content
Current events
Random a
Donate to
Wikimedia
Interacti
Help
About W
Commu
Recent
Contact
Toolbox
Print/export
ences or sources.
lding citations to
may be challenged
Look up business record in
Wiktionary, the free dictionary.
Document
Minutes, memoranda, contracts,
Finance, Emails, Word, Excel Docs,
Business Transactions, Databases, etc
records ex
e made and kept with
regularity,
Legal Retention Periods

Legal Retention Periods

- **Legal: New Jersey 7 Years after event recorded. Some states use date of conclusion of representation.**
- **COP require hospitals to retain records for 5 years (six years for critical access hospitals).**
- **OSHA requires an employer to retain medical records for 30 years for employees who have been exposed to toxic substances and harmful agents.**
- **Medical: HIPAA privacy regulations have a six-year retention requirement, which follows the federal statute for limitations for civil penalties.**

Facts

- **Up to 40% of businesses affected by a natural or human-caused disaster never reopen. (Source: Insurance Information Institute)**
- **Customers expect delivery of products or services on time. If there is a significant delay, customers may go to a competitor.**

Business Records Must Be Protected

Types of Records

Physical Records

Electronic Records

Securing Physical Records

Archive Systems
Changing the Way the World Manages Documents

IRON MOUNTAIN®

Securing Electronic Records

- **Onsite**
- **Offsite Backups**

- **Data Backups**
- **Image Based**

Securing Physical and Electronic Data Alone Does Not Ensure…

How Long To Be Back Up?

All Data/Systems Realtime

Can All Businesses Afford a Real-time All Systems Recovery Plan?

NO

Business Continuity Planning

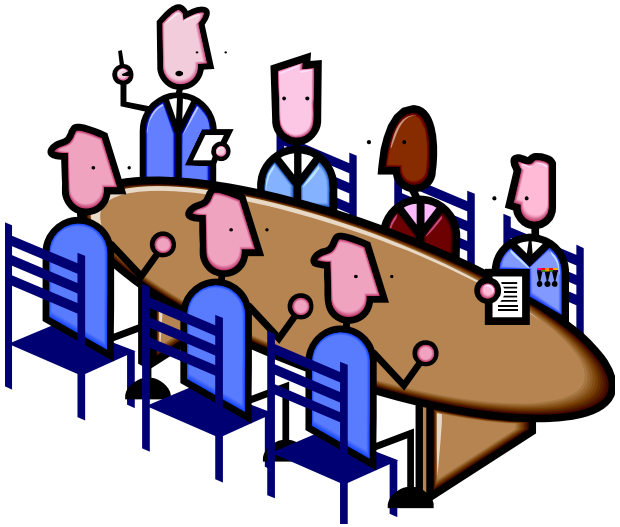
Program Management

Project Coordinator/Lead

- Should be assigned to coordinate all of the different aspects of the plan.
- The role of the Program Coordinator should be to communicated throughout the business.
- In charge of executing the Business Continuity / Disaster Recovery mode and communicating status to the rest of the organization

Program Committee

- **The committee should include employees and vendors from all aspects of the business.**



Committee Worksheet

Internal Program Participation

- Management
- Legal
- Human Resources
- Public Relations
- Insurance and Risk Management
- Environmental Health and Safety (EHS)
- Finance
- Labor Relations
- Operations
- Facilities or Property Management
- Engineering
- Security
- Medical
- Information Technology
- Purchasing, Supply Chain and Distribution
- Quality Control
- Employees

External Program Participation

- Law Enforcement
- Fire Department (including rescue service)
- Emergency Medical Services
- Hazardous Materials Contractor
- Local Emergency Planning Committee (LEPC)
- Emergency Management Agency
- Public Health
- Public Works
- Contractors
- Vendors
- Customers

Define Objectives

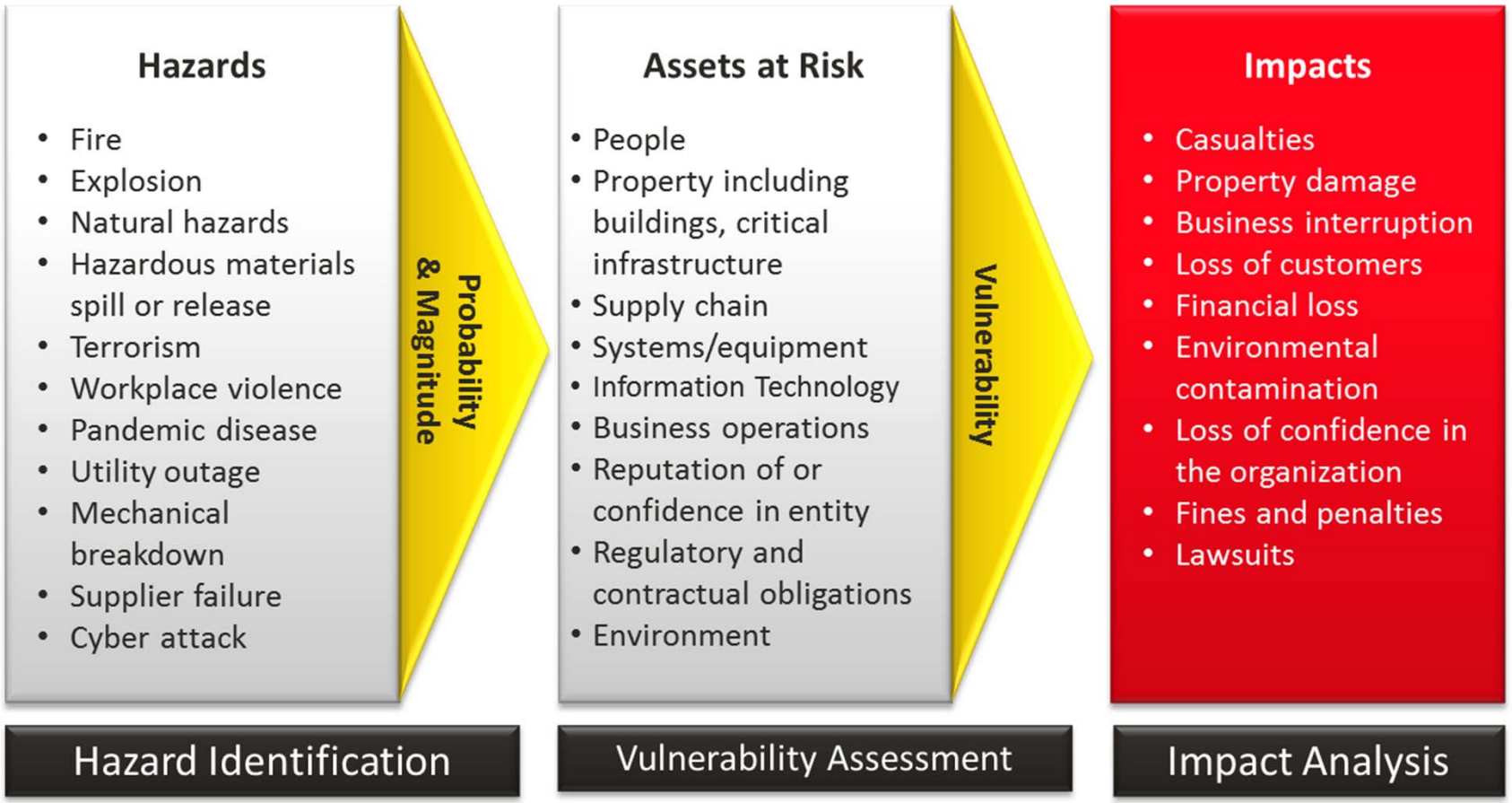
Short Term Examples

- Establish a program committee that includes wide participation from your company.
- Assess your current preparedness program.
- Reach out to public emergency services and regulators. Ask for input.
- Conduct a risk assessment to identify threat and hazard scenarios and significant loss potential.
- Conduct a business impact analysis to identify the operational and financial impacts from an interruption or disruption of your business.
- Identify opportunities for hazard prevention and risk mitigation.
- Protect the safety of your employees by developing evacuation, sheltering and lockdown plans. Conduct employee training and drills.
- Install an emergency generator to power the data center during a power outage.
- Develop plans to equip and configure Plant B as a backup for Plant A.

Long Term Examples

- **Upgrading the protection of the facility by installing a fire sprinkler system.**
- **Phasing out the use of highly toxic or flammable chemicals.**
- **Conducting a full-scale exercise of our emergency management program involving public emergency services.**
- **Shifting some or all operations to a location that is less susceptible to natural hazards such as earthquakes, hurricanes or flooding.**
- **Building a culture of preparedness in the workplace and encourage employees to have a plan at home.**

Risk Analysis

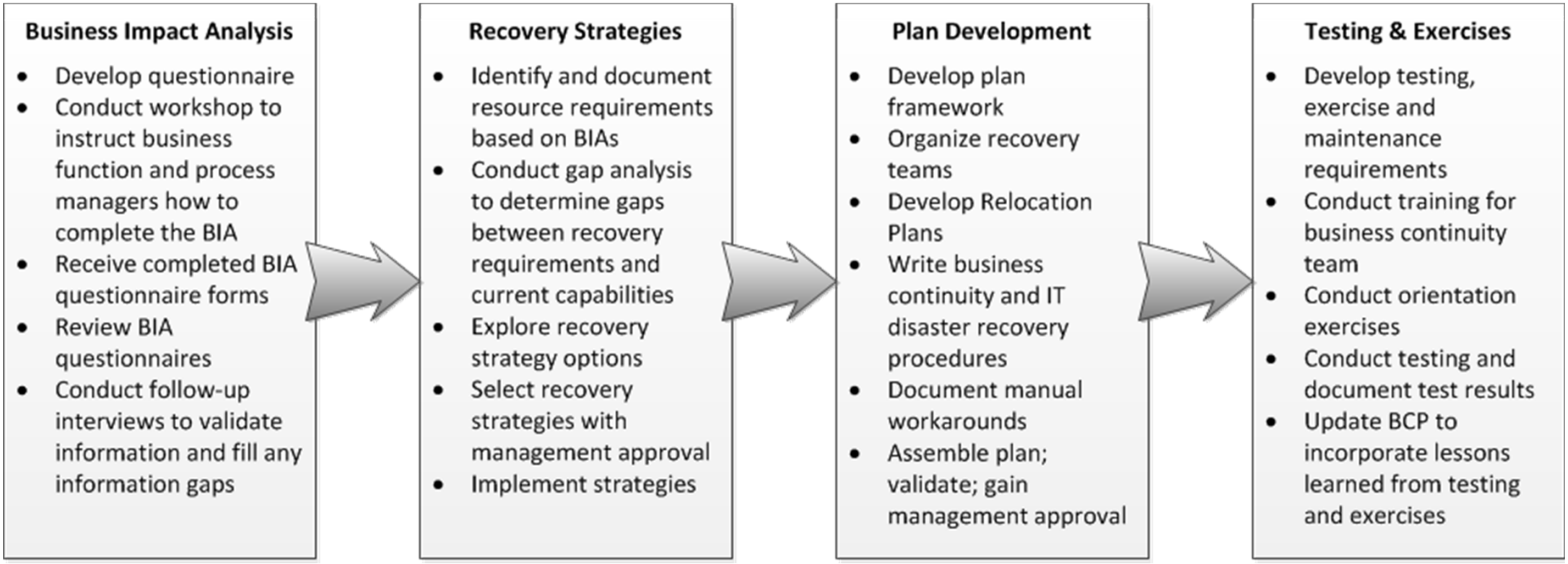


Business Impact Analysis

- Lost sales and income
- Delayed sales or income
- Increased expenses (e.g., overtime labor, outsourcing, expediting costs, etc.)
- Regulatory fines
- Contractual penalties or loss of contractual bonuses
- Customer dissatisfaction or defection
- Delay of new business plans

Business Impact Worksheet

Business Continuity Plan



IT Disaster Recovery Plan

- **Focus on Recovery Time Objective Defined on Business Impact Analysis.**
- **How long can I afford to be down.**
- **What critical systems must be available in a situation where employees can not access the office.**

6 Critical Things To Look At

1. Email Continuity

2. Critical Systems Availability

3. Onsite & Offsite Imaged Based Backups

4. Mobile Workforce

5. Datacenter Hosting

6. Private Cloud

Thank You