Laserfiche document management helps agencies, departments and municipalities easily adhere to California’s Trusted Systems regulations—which set the legal conditions under which electronic records must be stored, recorded and reproduced when substituted for paper records.

How Laserfiche Helps Organizations Comply with Trusted System Tenet #1**

- **Track changes to all document versions**, including who made them, when they were made and what changes were made
- **Automatically apply and enforce records retention schedules** using DoD 5015.2-certified records management functionality
- **Ensure that records remain secure when moved** between repository folders using VERS security classifications
- **Automatically detect** if changes have been made to stored records
- **Choose from a wide range of compatible hardware components**, such as optical, tape and magnetic-based WORM (write once, ready many) storage, that meet state law

Laserfiche Records Management Edition allows organizations to automatically retain and dispose of records according to their retention schedules.

Tenets of a Trusted System (AIIM-ARP1)

California government code references three major tenets established by the Association for Information and Image Management (AIIM) as the guidelines for establishing a trusted system.

- **Tenet #1**
  “The trusted document management system must utilize both hardware and media storage methodologies to prevent unauthorized additions, modifications or deletions during the approved lifecycle of the stored information.”

- **Tenet #2**
  “The trusted document management system must be verifiable through independent audit processes ensuring that there is no plausible way for electronically stored information to be modified, altered, or deleted during the approved information lifecycle.”

- **Tenet #3**
  “The trusted document management system must write at least one copy of the electronic document or record into electronic media that does not permit unauthorized additions, deletions, or changes to the original document and that is to be stored and maintained in a safe and separate location.”
How Laserfiche Helps Organizations Comply with Trusted System Tenet #2**

- Prove adherence to unalterable recordkeeping by auditing every modification or deletion of content stored in the repository
- Control access to folders, documents, fields, annotations and other granular document properties
- Generate detailed audit reports on system-wide activity, such as user logins, folder viewing history and changes to access rights
- Receive automatic alerts when a record in the repository has been exported or printed
- Configure document viewing privileges using individual security tags

Laserfiche Audit Trail can generate system-wide reports on user logins, audit activity, document modifications and more.

How Laserfiche Helps Organizations Comply with Trusted System Tenet #3**

- Create a legal, unalterable copy of any document and archive it with appropriate security settings applied
- Label the legal copy of any document in the repository using searchable metadata fields
- Securely export documents to unalterable media, such as a WORM-based hard drive, tape or optical disk, to maintain the integrity of archived files
- Store documents in the two trusted formats: PDF/A and non-proprietary TIFF (Version 6.0)
- Easily enforce a records management policy that identifies either paper or digital documents as the default legal format of imported information

**California’s Trusted Systems regulations (Government Code (GC) 12168.7) establish uniform standards for archiving, recording and reproducing documents or records in electronic form. The intent of the regulations is to create a combination of policies and procedures to ensure that documents retrieved from a trusted system cannot differ substantially from their original versions.

** This document is meant only to communicate Laserfiche’s compliance with California’s Trusted Systems regulations and is not to be substituted for legal counsel.

Your Next Steps

Contact Us
(800) 985-8533

Get a Demo
laserfiche.com/demo

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