

## **Access Control:**

### **SCIF Area:**

The SCIF area includes 3 access controlled rooms, each having a 30-bit Weigand Access Control Proximity card/reader set. Each room is equipped with a magnetic door lock, and has an inside exit button. Each room also has a security key pad for the alarm system that provides for emergency alarms to be activated from within the secured rooms. The entire security system is located inside one of the three rooms. All access control panels are also co-located in the same room.

All classified or sensitive data computer equipment is controlled through the use of assigned Smart Cards that are assigned to authorized individuals. These cards control access to the Operating Systems installed on these machines with an Administrator assigned password on the cards, as well as a highly secure password assigned to the individual. To access any workstation, both the cards and user supplied password must be presented. When the card is removed, the workstations are automatically locked down and secured, until the smartcard and user password is supplied again. This includes all servers and workstations inside the secured SCIF area. Back-up cards are maintained in a secure fireproof vault.

### **Facility:**

All entrance doors to the Facility are controlled by 30-bit Weigand Access Control Cards, Medico Locks and are monitored 24/7. An audio intercom system is in use to allow office staff to identify and grant access to the facility during normal business hours. At all times, this door is locked with a 1200lb. Magnetic Lock Plate, and during non-business hours is locked with an additional Medico Lock and dead-bolt. The perimeter of the building is also alarmed with a separate Vector Security Monitored Fire and Intrusion Alarm System. All external access doors are alarmed. Entire facility has motion and infrared detection sensors with monitoring during off hours.

Established facility security policies are in place that requires sign-in of all visitors, visitor badges, and escorts while on premises. There are no exceptions. New employee ID system is in place and used with 30 bit proximity access systems.

### **Records Digitization Center:**

The Scanning Center is located next to the SCIF in the center of the facility. The Center is divided up into several functional areas:

- Document Vault – Conditions
- Document Preparation area
- Document Scanning Secure and Unsecure area
- Indexing and Quality Control area
- Center Tech Lab

The Center contains the following resources:

- 18 Production Level Scanners and Workstations
- Kofax Production Scanning Software
- Adobe Enterprise PDF Software
- 10 Prep Stations
- 5 Indexing and Quality Control Workstations
- Standalone Rack mount Servers and Systems

### **Data Center:**

The 800 square foot Data Center is a sealed room with steel doors and secure keypad entry of commercial raised floor design with self contained HVAC and humidifying equipment. APC back-up power equipment is in place to allow for reasonable response time to center in the event of a power outage. All servers, routers, hubs, and IP Communication equipment are located inside of the secured Data Center area. All servers run Windows 2003 Enterprise Edition OS and are configured in an Active Directory Domain. All computer connections are currently Gigabit connections with fiber to connect outside of the secured area if needed. All Servers are protected from power interruptions through the use of dedicated APC UPS devices attached to Servers. Data Center currently has the following hardware/software available for various configurations as needed:

Hardware:

- APC Net Shelter Server Racks (16)
- 14 - HP DL & ML Class Multi-CPU Servers and 64 Bit 3U and 5U Servers
- 15 - 2P-4P Servers ( Dell, HP, Acer)
- 1 - HP AIO 3 Terabyte Storage Server
- 6 - HP 2 Terabyte Virtual Library Servers
- 3 - High Capacity HP ULTRA Tape units
- 6 - RAID 5 SCSI Arrays in various capacities

- 1 - Cisco 2900
- 1 - Cisco 2600
- 4 - Cisco 5000 & 6000 units
- 1 - 4100 Fiber Channel SAN solution for fault tolerance or cluster configuration
- 3 - CISCO Catalyst 5500 and 11000 ( FIBER) Switch with capacity for XXX connections and fiber uplinks.
- ADIC DLT Tape Autoloader for backups
- HP Optical Jukeboxes for near-line archival
- 2 - COOL Portable Back-up HVAC Unit

Software:

- 14 - Server Software Windows 2003 & 2008 Enterprise Edition
- 4 - Microsoft SQL Server Enterprise Edition
- 3 - SharePoint MOSS 2007 Servers
- 1- EdgeVault Secure Portal
- 2- Microsoft SMS
- 2 - DocuShare ECM Servers
- 1 - Microsoft CRM Server
- 3- Microsoft ISA Server 2003 Proxy/Firewall
- 1- 2008 Symantec Enterprise Virus Protection
- 1 - Kofax Ascent Capture Software
- 1- Adobe Capture Cluster Edition
- Active Directory and Group Policy Implementation
- Microsoft Windows Update Servers
- Exchange 2003 and 2007

Of the above configuration certain servers based on content and level of importance are backed-up daily to our Jamestown N.Y. Data Center and in certain instances based on customer requirements mirrored live for disaster recovery purposes with quick failover capability.

**Key notes:**

There is no access to company network, internet or intranet provided to any workstations in SCIF area. This has been restricted. There are no wireless devices allowed in this area, including wireless pc devices, cell phones, or pagers. Printers are only available to administration workstations for printing of audit logs, log sheets, barcodes, and Security Access Control Logs. All printing of any other information is prohibited. There are no telephone devices or lines installed, except for the line needed for the security alarms.