

Compliance

Imaging Compliance Electronic or Digital Imaging of paper documents is fully compliant and accepted as a form of Records Management. Australian Taxation Ruling TR97/21 In this ruling, the Australian Tax Office ruled that it will support electronic images of documents and has been accepting electronic lodgments for over five years now. Evidence Act 1995 This Act stipulates what forms of proof or evidence are accepted in court. In fact a recent practice note from the Victorian and NSW Supreme Court encourages Lawyers to utilise the technologies in court. OTHER ACTS that support the use of Electronic Records Management and Imaging include:

Freedom Of Information Act 1982 Privacy Act 1988 State Records Act 1998 DISC Compliance DISC production methods are compliant with Industry and International Standards for Electronic Imaging. Including: Quality control for scanning (input and output), identification of documents appropriate for scanning, use of standard file formats, resolutions as used for electronic imaging, use of correct media - worm etc. and standard indexing fields. For more details on standards in Electronic Imaging, please refer to relevant bodies. AIIM - Association for Information and Image Management ANSI - American National Standards Institute AS - Standards Australia - ISO - International Organisation for Standardisation Confidentiality As a client of DISC, you can be assured that the privacy of your documents is respected. Our staff are employed under the terms of the Privacy Act 1988 and are also bound by a confidentiality oath signed upon employment. All employees, visitors, contractors, suppliers etc. are required to sign a confidentiality agreement upon entry to our premises.