

SECURE SCANNING SERVICES

CROWLEY'S END-TO-END SECURITY WORKFLOW

Peace-of-mind is invaluable when working with an off-site digitization vendor. The Crowley Company offers protected and secure services to safeguard collection materials and data from the time they enter our Frederick, Maryland facility to the time deliverables and originals are returned safely back to clients.

Transportation Services

- In-house material transportation services and experienced driver, available as needed
- Additional transportation service partners may provide packing, shipping, material pick-up/drop-off, etc.



Certifications and Approvals

- National Institute of Standards and Technology (NIST) certified equipment
- Approved by the Defense Logistics Agency (DLA) to handle unclassified defense and military technical documents and data



Secure Storage and Scanning Facility

- Video monitored facility (building exterior, production floor and server room)
- Facility accessed via security badges
- Material collection manifests ensure all materials are received
- Pictures are taken for visual confirmation that all materials have arrived in good condition
- When not being scanned, materials can be stored in a floor-to-ceiling locked cage which is only accessible using badge recognition
- Temperature and humidity monitored using a thermograph to ensure the best environment for collections



Quality and Trained Staff

- Employee background checks prior to hire
- Health Insurance Portability and Accountability Act (HIPAA) compliance certified
- Trained on National Archives and Records Administration (NARA) special handling guidelines for cultural heritage materials
- Staff trained quarterly on all government security regulations



On-Site Scanning Services

- For highly-sensitive or frequently-accessed material that cannot travel off-site, Crowley offers specialized on-site scanning services



Data Security

- Secure server room, only accessible using badge recognition
- Data folders are secured and only accessible to project members
- Data is protected using FIPS 140-2 encryption standards from the moment of capture through delivery

