

COMPLIANCE-READY SCANNER FEATURE GUIDE

Meeting FADGI, NARA, FOIA & HIPAA Standards with Intelligent Digitization

THE COMPLIANCE IMPERATIVE

Government agencies are under pressure to digitize records while maintaining compliance with federal mandates such as FADGI 3-Star, NARA 36 CFR 1236, FOIA, and HIPAA. The challenge: ensuring digital records are legally admissible, secure, and audit-ready from the moment they're scanned.

OPEX® scanning systems, powered by CertainScan® software, deliver the repeatable image quality, metadata validation, and security controls needed to meet these standards—helping agencies modernize confidently while safeguarding data integrity.

UNDERSTANDING FEDERAL DIGITIZATION STANDARDS

Mandate	What It Requires	Why It Matters
FADGI 3-Star	Consistent, verifiable image quality, accurate color, resolution ≥ 300 ppi.	Ensures digitized records meet archival and evidentiary standards.
NARA 36 CFR 1236	Digital surrogates must fully replace paper originals; mandates metadata & QC documentation.	Makes digital copies legally equivalent to physical records.
FOIA	Records must be retrievable and securely stored for disclosure.	Supports transparency while protecting sensitive data.
HIPAA	Secure handling of personal health information; encrypted storage and transfer.	Protects citizen privacy and agency reputation.

COMPLIANCE-READY FEATURE CHECKLIST

Capability	Required by	Delivered by OPEX
FADGI 3-Star imaging & ISO 19264-1 compliance	FADGI, NARA	Falcon®+, Velo™
Metadata & batch verification	NARA	CertainScan® Transform™
Automated classification (OCR / OMR / barcode)	FOIA, HIPAA	CertainScan® Edit
Encryption + audit trail logging	HIPAA, FOIA	All OPEX systems
Operator access control	HIPAA	User-based credentials
Retention & destruction tagging	NARA	CertainScan® workflow
Integration with ECM systems	All	Open API / ScanLink™

FEATURES THAT MAKE SCANNERS COMPLIANCE-READY

1. FADGI-Certified Image Quality
 - 24-bit color, 300–600 dpi capture compliant with FADGI 3-Star / ISO 19264-1 Level B.
 - Automated color calibration and lighting uniformity controls (Falcon®+, Velo™).
2. Metadata Capture & Validation
 - CertainScan® automates metadata tagging (date, operator ID, record type).
 - Batch validation ensures every document is accounted for—no missing pages.
3. Secure Workflow & Audit Trails
 - Role-based access, user traceability, and AES-256 encryption.
 - Immutable audit logs for every scan, edit, and export event.
4. Automated Classification & Quality Control
 - OCR/OMR/barcode recognition for instant document sorting.
 - Real-time de-skew, blank-page detection, and duplicate prevention.
5. Integration & Long-Term Reliability
 - Seamless connection to ECM systems and NARA-approved repositories.

PROCUREMENT GUIDE: WHAT TO ASK YOUR VENDOR

- Is the scanner validated for FADGI 3-Star image quality?
- Can it produce verifiable audit logs with operator IDs?
- Does it support encryption and metadata tagging during capture?
- How are quality control and image validation documented for NARA audits?
- What is the vendor's track record with federal or state agencies?



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