MFD Data Security Announcement

UTSA to Consolidate MFD Machines Through Use of Preferred Vendors

Consolidating copier vendors on campus was identified as a cost saving venture for the university. With consolidation, UTSA has an opportunity to collaborate with preferred vendors to enhance quality and service.

Phase I – Vendor Reduction (January 2017)

With full support from the Campus Management and Operations leadership team, the Purchasing Department started work on decreasing the number of multifunctional devices (MFDs, i.e., copier/scanner/printer/fax) vendors on campus in an effort to consolidate, minimize cost, maximize benefits, streamline makes and models, and create a more negotiable environment. After a thorough analysis in January 2017 of current vendors and three new HUB invites, we selected two vendors who are very active on campus and have demonstrated full cooperation with UTSA’s strategic objectives. As announced in January 2017, our two preferred MFD vendors are DOCUmation and Ricoh.

Phase II – Data Security (September 2017)

To address data security, the Purchasing and OIT Security departments recently collaborated with DOCUmation and Ricoh to discuss data destruction when machines leave campus. We are happy to announce that DOCUmation and Ricoh have contractually obligated themselves with UTSA to ensure data is removed from their MFD machines at the end of the leasing period. This will prevent data from possibly being exposed to unauthorized personnel when the MFD is out of the university’s control. Ricoh will enable a technical control on their machines that overwrite data on hard drives at the completion of each print, scan or fax job, thus rendering the image unreadable. DOCUmation offers machines with similar controls, but will take an added step by leaving hard drives with the UTSA point of contact at the end of the leasing period. Procedures to destroy the hard drive will be announced within the next few weeks.

With this exclusive agreement, the OIT Security Department has certified DOCUmation and Ricoh as the “only vendors who meets or surpass UTSA security policies.”

Phase III – Exchange Program

A new cost saving program is in development individually with DOCUmation and Ricoh. More information and an announcement are planned for October 2017.