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RDCheckTrack by FireKing SECURITY GROUP

Need a secure solution for check storage? Now you have one.

According to the latest Federal Financial Institutions Examination Council (FFIEC) guidance on RDC, it is important for financial institutions to require that customers implement appropriate document management procedures to ensure the safety and integrity of deposited items from the time of receipt until the time of destruction or other voiding. This is where RDCheckTrack comes into play.

Operational risk at the RDC client site is clearly one of the most discussed topics industry wide - and for good reason. One question still remains and is repeatedly asked,

"What should I do with the paper checks now that I've scanned them?"

Many RDC users are not prepared for this bi-product of RDC convenience. Instead of suggestions, envelopes, or simply letting them figure it out, why not deploy a dedicated paper check storage device? A secure cabinet designed for only one reason. Temporary paper check storage for RDC users. Be ahead of the curve and help mitigate RDC operational risk at the client site.
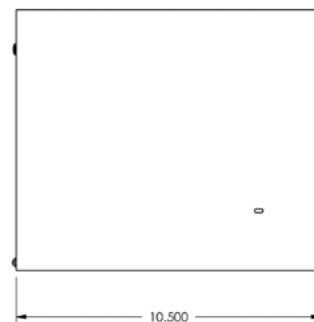

MODEL	DIMENSIONS HxWxD	WEIGHT*
BR120910	9" x 12 1/2" x 10.5"	28 lbs.

*Weight in pounds is listed without additional features such as locks, electronics, shelves, or shipping materials.

9.000

12.500

4.000

10.500
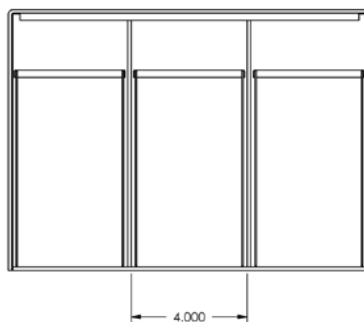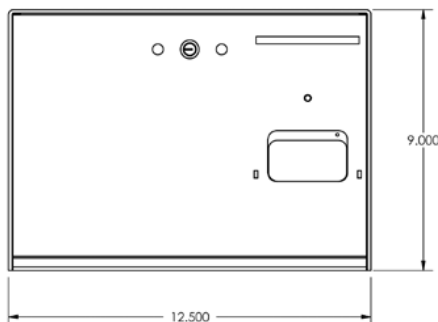
DOOR REMOVED

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PAPER CHECK RETENTION PROTOCOL

DAILY OPERATION

• Checks should be dropped in the slot oriented face down, endorsement forward. That way if an item needs to be retrieved and checks are removed from the overturned bin, the stack will be right side up and separated. Deposit separators (bright pink sheets) are designed to separate drops by individual deposit, day, etc.

WHEN THE TIMER EXPIRES

• Empty Oldest Bin: Remove the far left Station 3 bin (contains oldest checks) and empty the contents. Checks are to be destroyed / shredded.

• Rotate Bins: Move middle bin to Station 3 (far left), move the far right bin to Station 2 (middle), place the bin just emptied in Station 1 (far right).

• Reset Timer: Reset the timer for next prescribed time period.

• Lock the safe. The process starts again.

Timer Configuration & Set Up

Many different recommended RDC paper check retention policies exist. This table (right) helps you determine how many days to set on the timer (keep in mind the "youngest" paper check in far left bin (Station 3) may only be one day older than the oldest paper check in middle bin (Station 2). In other words, the checks in far left bin (Station 3) are at least 7, 14, 21, 30, 60, 90 days old).

Total Storage Time	Timer Settings		
Before Purging	Station 3	Station 2	Station 1
1 Week (7 Days)	Empty	7 Days	7 Days
2 Weeks (14 Days)	7 Days	7 Days	7 Days
3 Weeks (21 Days)	10 Days	10 Days	10 Days
1 Month (30 Days)	15 Days	15 Days	15 Days
2 Months (60 Days)	30 Days	30 Days	30 Days
3 Months (90 Days)	60 Days	60 Days	60 Days

Setting Actual Time and Date

• Press the Mode/Set button to show clock mode.
• Hold the Mode/Set button down for 3 seconds (the screen will flash).
• Use the up and down arrows to set current year then press the Set button to confirm.
• Set Current Month then press the Set button.
• Set Current Day then press the Set button.
• Set Current Hour then press the Set button.
• Set Current Minute then press the Set button.
• Set Current Seconds then press the Set button

Setting Alarm Time and Date

• Press the Mode/Set button to show alarm mode.
• Hold the Mode/Set button down for 3 seconds (the screen will flash).
• Using the up and down arrows set the alarm year, then press the Set button to confirm.
• Set Alarm Month then press the Set button.
• Set Alarm Day then press the Set button.
• Set Alarm Hour then press the Set button.
• Set Alarm Minute then press the Set button.
• Set Alarm Seconds then press the Set button