

**InControl™ Shred Usage Report**

# OPTIMIZE YOUR SECURE SHREDDING PROGRAM

Manage Compliance and Reduce the Costs of Secure Shredding

While establishing a secure shredding program is a crucial step toward achieving compliance, simply implementing the program is not enough. Regular program monitoring is critical to minimizing business risk, ensuring ongoing compliance and managing program costs.

Iron Mountain is committed to helping you manage your secure shredding program from initial program design and implementation through ongoing management and audit. Our InControl™ Shred Usage Report is a valuable tool that will provide you with the insight and analysis you need to

better manage and monitor all aspects of your secure shredding program.

The InControl Shred Usage Report contains detailed information on container volume, which is captured during each service with an InControl scanner. By reviewing this information and identifying key trends over time, you will be able to correct potential compliance issues before they impact your business, and identify opportunities to reduce costs.

**INCONTROL SHRED USAGE REPORT SAMPLE**

The report header displays your Iron Mountain Customer ID and the date parameters of the report.

**Customer: The Best Bank, Inc.**

From: January 1, 2010 To: January 31, 2010

ADDRESS 1	CITY	PROVINCE	POSTAL CODE	ORDER NO.	SERVICE DATE	CONTAINER TYPE	OVER FULL	FULL	¾	½	¼	EMPTY
7, rue Principale	Laval	QC	H7G 2T7	12004331	2010-01-07	Console		1		1		
7, rue Principale	Laval	QC	H7G 2T7	12004331	2010-01-07	65 Gallon		2	1		1	
7, rue Principale	Laval	QC	H7G 2T7	22789920	2010-01-21	Console	1		1			
7, rue Principale	Laval	QC	H7G 2T7	22789920	2010-01-21	65 Gallon		1	1	1	1	
62, Wellington	Victoria	BC	G1P 2B3	17955423	2010-01-15	65 Gallon		1	2	2	1	

The service address information can be used to identify and prioritize locations for improvement.

Order number, service date and container type information is provided which will allow you the flexibility to sort and review the report in multiple ways.

The report provides container volume information as captured by the Iron Mountain driver during the time of service.

# InControl™ Shred Usage Report

## THE VALUE OF ONGOING MONITORING

When your secure shredding program was first designed, it reflected the needs of the organization and the privacy regulations in place at that point in time. However, your business is not standing still. Employees come and go, activity in particular locations rises or falls, new information protection laws are passed, corporate directives shift in response to the competitive landscape. Change is constant, and your shredding program needs to respond.

Ongoing monitoring of program performance, risk management and cost management put you in control of your secure shredding program. The InControl Shred Usage Report gives you the visibility you need to evaluate, on a regular basis, the many variables that can impact your program, including container volume, the number of containers in use, how often they are serviced, awareness and compliance of employees, and much more. The report empowers you to easily adapt to changes in the organization and make modifications to ensure your program stays on track.

## CONTAINER UTILIZATION: THE KEY METRIC

Container utilization is an important metric for measuring the health of your secure shredding program. Each time a container is serviced, the InControl scanner records the volume of material it contains. By trending this information over several months, across the entire organization, a clear picture emerges of how well the program is achieving its goals.

With the Iron Mountain InControl Shred Usage Report, you'll have insight into utilization trends at your fingertips, so you can assess current requirements and plan for the future. Since the data is based on actual utilization captured at the point of service, rather than anecdotal data or information gathered by irregular spot checks, you can be confident that your decisions are based on solid metrics that have been gathered consistently and objectively.

## COUNT ON IRON MOUNTAIN TO HELP YOUR PROGRAM SUCCEED

The InControl Shred Usage Report is just one of the ways Iron Mountain can help you drive program compliance and manage cost. To maximize the effectiveness of your program, use the report in conjunction with these valuable tools:

- The Iron Mountain Secure Shredding Implementation and Education Guide, available from your Iron Mountain representative.
- Iron Mountain Connect™ Shredding Center, providing the ability to run reports and view your shredding schedule online.

If you have additional questions about the InControl Shred Usage Report or would like additional guidance in managing your secure shredding program, please contact Iron Mountain at 1 800 FASTFILE® or visit us at [ironmountain.ca](http://ironmountain.ca).



**ABOUT IRON MOUNTAIN.** Iron Mountain Incorporated (NYSE: IRM) provides information management services that help organizations lower the costs, risks and inefficiencies of managing their physical and digital data. Founded in 1951, Iron Mountain manages billions of information assets, including backup and archival data, electronic records, document imaging, business records, secure shredding, and more, for organizations around the world. Visit the company Web site at [www.ironmountain.ca](http://www.ironmountain.ca) for more information.

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