

Onsite Records Management

- Strengthening accountability, maintaining tighter control of inventory, and ensuring seamless management of offsite records by implementing a single-source solution
- Strengthening document metadata management
- Training and supporting staff
- Integrating onsite management with offsite storage

As a strategic partner for Records Management, we have gained significant industry experience by implementing Records Program Management solutions in the banking, finance, manufacturing, pharmaceutical, telecommunications and energy sectors.

STAY CONNECTED WITH IRON MOUNTAIN CONNECT™ OR ACCUTRAC™

While Iron Mountain administers your program, you still have complete visibility and access to your records environment, via the Iron Mountain Connect portal. This proprietary Records Management database allows you – and the Iron Mountain team – to track and manage your records inventory at the carton, file and document level. Iron Mountain Connect automates many procedures for retention, compliance and accountability, greatly enhancing consistency in these areas. Need more functionality? Accutrac helps manage active and inactive records throughout their lifecycle, regardless of format or location, and provides additional controls for:

- Classification (Taxonomy)
- Tracking
- Retention and Holds
- Reporting
- Access and Retrieval
- Disposal

AREAS OF EXPERTISE

- **Open-shelf and archival records storage.** Records Management practices that are careless, inconsistent or not performed in a timely way can undermine daily operations and create risk for your organization. Iron Mountain can provide trained personnel to manage open-shelf and archival storage reliably and consistently using best practices. Onsite staff can add, retrieve,

deliver and handle drop filing for active documents and fill requests for archived documents. And once a request is received, Iron Mountain ensures a closed and secure chain of custody.

- **Retention and compliance management.** In today's complex regulatory environment, if a staff member destroys records prematurely – even if it's done inadvertently – you risk legal liability and penalties for noncompliance. Conversely, retaining documents beyond their required retention period can expose your organization to avoidable discovery and litigation. With extensive expertise in compliant retention, Iron Mountain's Consulting Group can help you develop and implement a legally credible Records Management program and retention schedule. Through the Iron Mountain Connect inventory management system or Accutrac, your retention schedule is automatically applied to your records inventory, highlighting when groups of records are scheduled for disposal.

BENEFITS TO OUTSOURCING

Organizations now recognize that management's undivided attention on building core competencies and serving customers' needs is critical. Anything that distracts from this focus should be considered for outsourcing. Depending upon whom you ask in the organization, there are many reasons to outsource. The following are examples of these reasons and the benefits:

- **Organizationally Driven Reasons.** Enhance effectiveness by focusing on what you do best, and increase flexibility to meet changing business.
- **Improvement-Driven Reasons.** Improve operating performance, and obtain expertise, skills and technologies that would not otherwise be available.
- **Financially Driven Reasons.** Transfer fixed cost to a variable, and reduce investments in assets to free up resources for other purposes.



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 for more information.