IRON MOUNTAIN®

METADATA GUIDE

Metadata is essential to taking your information lifecycle management (ILM) program to the next level.

However, many organizations struggle to implement and effectively use metadata.

With boxes of physical records, the individuals in charge of sending them often fail to populate and provide all the information needed to not only responsibly manage the boxes but also the information they hold.

Furthermore, in a recent 2016/2017 Cohasset/ARMA Information Governance Benchmark survey, 78% of respondents said they lacked automated processes to assist in the timely destruction of records. That's 3% more than reported in the 2013/2014 report.

Without metadata, you can't responsibly manage your physical and electronic records throughout their lifecycles; Metadata is critical.

WHAT IS METADATA?

Metadata is literally data about data.

When a record or file is tagged with metadata, it can help you identify the following:

> the content of the record

> the characteristic of the record

> the owner of the record

> the type of document

> important dates

> whether there are any legal holds

> other associated values

THE METADATA DIFFERENCE

If you'd like to responsibly manage both the physical and electronic records in your organization, then creating and maintaining relevant metadata is crucial.

Without metadata integrated into your information governance (IG) program, locating records would be a major challenge. Furthermore, metadata can help an organization establish ownership over records, apply legal holds, indicate who has the authority to view and edit records, as well as identify records that have reached the end of their retention period and therefore are eligible for secure destruction.

For these reasons, metadata is required for organizations participating in legal, audit, compliance or regulatory activities to demonstrate the authenticity and reliability of requested information.

Another goal many organizations are working to achieve is data analytics. Here, too, metadata is a necessity. Without it, quality data analytics would not be possible. Making sure information and records are richly tagged with metadata facilitates an organization's ability to mine it for business value.

GETTING STARTED

Use our Metadata Standard Guide to establish or improve your metadata practices. Our Guide details the minimum metadata fields required for effective ILM governance, proposes best practices for populating metadata and explores how to handle metadata beyond the minimum requirements.

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ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 220,000 organizations around the world, and with a real estate network of more than 85 million square feet across more than 1,400 facilities in over 50 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centers, art storage and logistics, and cloud services, Iron Mountain helps organizations to lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working. Visit www.ironmountain.com for more information.