

Records Management Program Gap Analysis



How Does Your Program Measure Up?

Recent business scandals and new regulations demand greater focus on risk management and corporate controls. Total records management compliance is no longer optional - it's required. Can you be certain your records management program is legally-credible, current, and compliant? Is your organization at risk? In short, how does your records management program measure up?

COMPREHENSIVE, AFFORDABLE ANALYSIS

Iron Mountain's Records Management Program Gap Analysis gauges the state of your organization's program and identifies areas of risk. Our thorough analysis:

- Provides a snapshot of the overall 'health' of your program
- Reveals areas of risk
- Identifies the gaps in your program
- Compares your program to records management best practices
- Recommends program changes in order of priority

With this one engagement, our industry experts can get you started on the road to consistent, compliant records management.

PROVEN METHODOLOGY

Our Gap Analysis report evaluates all elements of your current records management program, including your

records retention practices, policies and procedures, employee compliance, e-mail usage and retention policies, and program enforcement.

OUR THREE-PHASED APPROACH ENCOMPASSES:

Phase I — Data Collection. We design a customized electronic survey to gather employee knowledge and perceptions of your records management program. We also collect all of your existing records management supporting materials, such as policy and procedure documents, records retention schedule, e-mail policy, and training materials.

Phase II — Surveys. We conduct a series of in-person, follow-up surveys with the initial respondents. These sessions allow respondents to clarify or elaborate on their survey responses.

Phase III — Analysis and Action Plan Development. We then compile and analyze the survey responses and your supporting documentation. Results are compared to criteria found in international records management standards and Iron Mountain best practices based on our significant experience with similar clients.

Our conclusions and a recommended action plan are included in the Gap Analysis report. The action plan addresses all of the gaps and risks we uncover. It communicates what needs to be accomplished to reach compliance.

PRACTICAL, DETAILED ROAD MAP TO COMPLIANCE

Our Gap Analysis report provides a clear, objective measure of your current program and a documented road map to total records management compliance. This complete report includes:

Findings: of your organization's current records management program. Results include the following topics:

- Records retention and compliance
- Policies, procedures, and guidelines
- Training and communication
- Active records management
- Inactive records management
- Vital records protection
- Historical records management
- Recordkeeping issues

Comparison to Industry Standards: to compare your organization's records management practices and materials to ISO standard 15489 and Iron Mountain's Consulting Services' best practices. Our ratings identify the elements of risk for each component of your records management program.

Recommendations for Improvement: to transform your records management program into a fully compliant program. Our recommendations are based on:

- Regulatory compliance considerations
- Litigation risk management strategies
- Cost
- Industry best practices
- Process advantages

We include specific tools, technologies, and approaches your organization can use to implement the Gap Analysis program recommendations. We provide you with a prioritized road map for implementing a consistent, compliant program.

LEVERAGE OUR RESOURCES

Iron Mountain's Gap Analysis is the most efficient and effective way to determine if your records management program is legally-credible, current, and compliant. We've developed and implemented hundreds of enterprise-wide records management solutions for the country's leading corporations. Leverage the knowledge of the world's trusted partner in records and information management — Iron Mountain.

Contact Us Today

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