

## Unified Records Management



### Iron Mountain Accutrac® and IBM FileNet® Integration: Compliance and Consistency Regardless of Format or Location

Faced with enormous volumes of data, growing regulatory scrutiny and heightened litigation risks, enterprises are losing control of their business records. Most have almost no visibility into their electronically stored information, making it a liability rather than a competitive enabler. Electronic and physical records are separately

managed with policies that are inconsistently applied and difficult to enforce. In attempts to unify records management, organizations have struggled to integrate diverse point solutions, creating isolated silos of data and falling short of business needs in the process. Never before have records and infor-

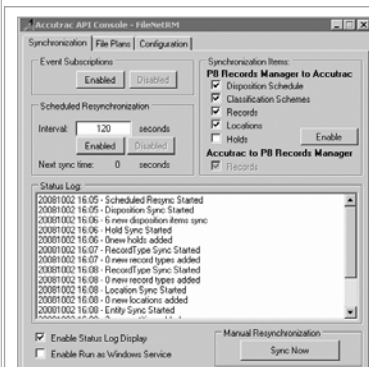
mation managers confronted such complex challenges. Enterprises need a way to consistently manage classification, retention policies and litigation holds across all their physical and electronic records, regardless of format or location.

#### SOLUTION CAPABILITIES

With this solution, customers can unify the versioning, collaboration and digital access capabilities that are core strengths of the IBM FileNet software, with the automated indexing, tracking and workflows for physical records management that are a core Accutrac strength. Sharing a single retention policy and a common classification scheme, the unified solution enables customers to apply and manage retention and litigation holds across all corporate records, through either IBM FileNet or Accutrac. Data is exchanged, not copied, between IBM FileNet and Accutrac. All records remain connected and accessible to the application and processes that created them.

Leveraging the combined strengths of these two best-of-breed applications, customers can:

- Simplify and enforce the hold process by providing a single point from which to apply all organizational holds
- Simultaneously manage the disposition and destruction of both physical and electronic records in accordance with policy
- Accelerate discovery response by gaining the ability to search across all records repositories efficiently
- Track and audit records activity for proof of compliance while capturing chain of custody information
- Exchange file plan data between physical and electronic records stores
- Request and retrieve records stored at Iron Mountain directly through IBM FileNet
- View electronic records through either Accutrac or IBM FileNet



**IRON MOUNTAIN ACCUTRAC/  
IBM FILENET UNIFICATION CONSOLE**

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#### UNIFIED RECORDS MANAGEMENT FROM IRON MOUNTAIN AND IBM

Iron Mountain and IBM have leveraged their industry-leading expertise and technology to deliver a consistent, compliant, and unified records management solution. Based on IBM® FileNet® P8 Records Manager (certified against the DoD 5015.2 V3 Standard for Records Management) and Iron Mountain Accutrac®, the solution gives enterprises a common view into all their records – both physical and electronic – so they can be consistently and accurately managed in accordance with policies.

Companies can now manage classification, retention and holds across physical and electronic records through

## BUSINESS BENEFITS

This enterprise-scale records management solution makes it possible for the first time for organizations to manage all forms of records in a consistent, compliant manner that reduces both cost and risk while improving productivity and efficiency.

By managing all records through a common interface, companies can better address the costs and risks associated with litigation and compliance by ensuring and demonstrating that policies are consistently and accurately applied to both electronic and physical records. Records managers and other authorized users also gain streamlined access to records, particularly physical records, for improved discovery support.

Robust features improve organizational productivity by simplifying the search, retrieval and management of all forms of records from a central location. At the same time, the unified approach cuts costs by helping to ensure that both physical and electronic records are destroyed in accordance with policy. A unified view into all company records greatly facilitates auditing and monitoring of records management policies and procedures, and also supports consistent metadata management across electronic and physical records – improving both productivity and compliance.

## INFORMATION TECHNOLOGY BENEFITS

The solution also reduces costs and complexity within the enterprise IT infrastructure. This solution eliminates technology risks and reduces costs associated with both initial deployment and ongoing operation.

Today's point solutions require development and maintenance of custom integrations, storage and backup for multiple data silos, and administration of additional hardware, software and licenses. Further, existing approaches often lack robustness and reliability, leading to reduced quality of service to the business.

By integrating Accutrac and IBM FileNet, customers have a solution that is highly robust and feature-rich, meets business requirements for reliability and seamlessly

supports records management and compliance business processes. The unified approach reduces costs and complexity by enabling IT to consolidate multiple point solutions, thus freeing resources formerly required to maintain diverse applications and integrations. Performance is optimized thanks to an efficient architecture with lower computing overhead compared with point solutions. Training costs are also reduced.

## PARTNERS YOU CAN RELY ON

The experience and commitment of IBM and Iron Mountain make this solution a clear choice for customers that require integrated physical and electronic records management. As leaders in both physical and electronic records management, Iron Mountain and IBM can offer customers an unparalleled solution for today's complex records and information management challenges. Enterprise customers can trust IBM and Iron Mountain to deliver a solution that meets their needs for consistent, compliant records management while reducing cost and risk.

## SYSTEM REQUIREMENTS FOR ACCUTRAC AND IBM FILENET INTEGRATION

### Software

- Microsoft® Windows Server 2003® Standard x64 Edition, Enterprise x64 Edition, or Datacenter x64 Edition with SP 1 or later
- Microsoft® SQL Server® 2000 or 2005 with Full Text Searching Option enabled
- Internet Information Server (IIS) 6 or greater (only required for thin client installations)
- Iron Mountain Accutrac Software
- IBM FileNet Records Manager Software

### Hardware

- Multi-processor, or multi-core with 2.0 GHz or faster processor(s) and 4 GB RAM
- 100 GB of available hard disk space for the recommended installation (additional storage needs may vary widely depending on data storage requirements)

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745 Atlantic Avenue  
Boston, Massachusetts 02111  
(800) 899-IRON

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