RETENTION AND DIGITIZATION

Managing retention and privacy together is critical in the age of big data.

COMPLIANCE COMPLICATIONS

Data regulations in the digital age are ever evolving. Keeping up with the changes to local, national and global data regulations is a daunting task, and failure comes at a remarkable price. The cost of failing to comply has never been higher – both in terms of fines and the potential damage to your brand.

Knowing what and whose information you have and how long you are required to keep it has never been more complicated, or more important. Organizations must manage retention and privacy together in order to stay compliant in today's regulatory environment.

Address a modern dilemma with a digital solution.

METADATA MATTERS

Once you've digitized your paper records you can manage retention more intelligently. Metadata allows you to map your records to a functional retention schedule, which enables defensible disposition and lowers risk.

REAL-TIME RETENTION

Using a purpose-built, cloud-based retention management platform that includes updates to changing regulations is the smartest way to concurrently manage retention and privacy. Leveraging dedicated retention software makes it possible for your organization to:

> **keep your retention and privacy policies current and up-to-date**

> **maintain a high level of compliance and reduce risk of fines**

> **routinely dispose of information and keep storage costs low**

IRON MOUNTAIN®

TRANSFORMATIVE SOLUTIONS FOR A DIGITAL AGE

There is no perfect pathway to digital enlightenment – each organization approaches the challenge of how to work more digitally from a different perspective. Wherever your organization may be on the long road to true digital maturity, Iron Mountain has the solutions, technology and expertise necessary to help you evolve further.

Click a circle below to learn more.

SC — DOCUMENT SCANNING
ST — DIGITAL STORAGE
WA — WORKFLOW AUTOMATION
AS — ADVISORY SERVICES
PC — POLICY CENTER

SOLVE: DIGITAL SOLUTIONS

SC **Document Imaging/Scanning**
Configurable and flexible solutions built around your organization's needs and the way you work.

> **Day Forward Scanning**
Scan, index and convert your paper documents when they are produced or received in the normal course of business.

> **Backfile Scanning**
Quickly convert legacy paper records to digital files, prioritizing conversion by your specific needs.

ST **Digital Storage**
Iron Mountain Insight® Essential Edition enables you to take the first step on your digital transformation journey by providing a subscription solution that combines scanning of physical documents and digital storage in a secure cloud repository. You have the option to ingest documents from other digital repositories.

EVOLVE: INFORMATION GOVERNANCE (IG)

WA **Workflow Automation**
Capitalize on digitization by making processes more effective and efficient. Increase accuracy and reduce administrative burden by automating back office workflows including human resources, contracts management and accounts payable/receivable.

AS **Advisory Services**
The most experienced IG consultancy in the industry will help you optimize retention, privacy, compliance, content classification and risk management practices. You can even have your own IG experts placed in your organization for short- or long-term projects.

PC **Policy Center Solution**
Manage your compliance responsibilities with a legally defensible and always current retention schedule. Through an intuitive web-based dashboard, you can easily demonstrate compliance with current regulations, make edits to record classes and share the policy to drive compliance across the organization.

Speak with an Iron Mountain Solution Specialist today.
Call 1-800-899-4766

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