IRON MOUNTAIN®

DATA INTEGRITY:
REMEDIATE EXISTING DATA GAPS

INDUSTRY FACT:

71% of companies could reduce their storage costs by 30 percent if they knew what they could destroy.

SOURCE: IRON MOUNTAIN, INTERNAL ANALYSIS

BUSINESS CHALLENGE

Like most, you have legacy inventory stored both in-house and with vendors that is not classified to your current retention schedule nor being retained according to legal, regulatory or business requirements. Without knowing what's eligible for destruction, you can't defensibly destroy them. Keeping 10,000 boxes you don't need will cost you roughly $300,000 over 10 years, not including any discovery-related costs.[1]

You've thought about destroying records on the basis of age, but some records may have legal holds or permanent retention requirements. Worse, portions of your records are being managed under differing schedules, which creates a dangerous compliance gap. Part of your day is spent looking for information you aren't sure you have. And your in-house record centers may be nearing capacity, but you don't have insights to figure out what can be moved to cold storage to create space without impacting serviceability and operating costs.

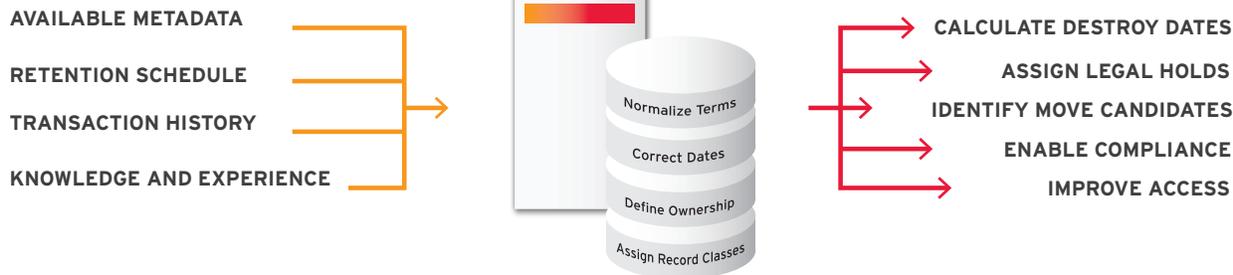[1] Litigation Cost Survey of Major Companies | 2010 Conference on Civil Litigation | Duke Law School | May 2010

HOW THIS AFFECTS YOU

✓ You may have trouble finding what you need and experience increasing discovery costs if your records are poorly indexed.

✓ You could be paying more than necessary for storage if records not classified to your retention schedule cannot be destroyed.

✓ You risk creating compliance gaps if older records are not managed according to policy.

✓ You won't be able to make informed decisions about use of space if you don't have business insights about your inventory.

WHAT IF YOU COULD...

✓ Search quickly and accurately for your information?

✓ Classify and defensibly destroy the records you no longer need?

✓ Easily reconcile your legacy records to your retention schedule?

✓ Know which types of records are likely to remain active as they age?

1

AVAILABLE METADATA

RETENTION SCHEDULE

TRANSACTION HISTORY

KNOWLEDGE AND EXPERIENCE

Normalize Terms

Correct Dates

Define Ownership

Assign Record Classes

CALCULATE DESTROY DATES

ASSIGN LEGAL HOLDS

IDENTIFY MOVE CANDIDATES

ENABLE COMPLIANCE

IMPROVE ACCESS

DATA INTEGRITY PROJECT: REMEDIATE EXISTING DATA GAPS

Unique to Iron Mountain, our Data Integrity service leverages a classification rules database built up and enhanced over time as a result of storing information for many clients over the years. You'll know which records, whether stored onsite or offsite, can be immediately and eventually destroyed through our proprietary retention management feature that systematically calculates destruction eligibility according to your retention policies. Our experienced staff can work with your organization to help configure, develop, and apply hold codes to records that are impacted by preservation orders. And you'll get help normalizing and updating carton metadata, making it more consistent and improving accessibility. You can also leverage Iron Mountain's specialized retrieval activity analysis of onsite records to determine what makes financial sense to move offsite in order to free up space, all dramatically enhancing the overall health of your inventory.

WHAT YOU GAIN

✓ Reduced volume of legacy records and storage costs.

✓ Ability to find what you need more easily.

✓ Better use of time and improved service responsiveness.

✓ Confidence during legal events and audits.

✓ Knowledge to support space management recommendations and business cases.

CUSTOMER SUCCESS

A large, multinational corporation that provides information technology services and professional services needed to implement broader retention requirements for its global Records and Information Management (RIM) program. By working with Iron Mountain, the organization made quick progress addressing retention requirements for 180,000 boxes of physical records stored at Iron Mountain and elsewhere. They categorized around 80 percent of those boxes using Iron Mountain's Data Integrity methodology and devised legally defensible disposal criteria for the remaining 20 percent that had been sent to storage with little to no metadata, which the company had almost no knowledge of or visibility into its contents.

THE RESULTS

– Successfully destroyed more than 55,000 boxes of physical records.

– Savings of more than $150,000 in year-over-year storage fees.

– Quick progress reducing records stored offsite helped gain senior leadership's approval of more investment to continue advancing its RIM program.

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 website at www.ironmountain.com for more information.

US-RM-EXT-SB-042614-001

800.899.IRON | ironmountain.com