AN INTELLIGENT APPROACH TO DIGITIZING DOCUMENTS

ALL THE BENEFITS OF GOING ELECTRONIC, WITHOUT THE UNCERTAINTIES AND HIGH COSTS

Converting your paper-based records into electronic documents can yield tremendous benefits: reducing physical records storage requirements, streamlining access and distribution of information across your organization, and reducing records management costs.

But there are many pitfalls that can undermine the effectiveness of an imaging solution. Relying on Iron Mountain’s expertise, you can implement a new document conversion program — or redesign your current program — confident of achieving your goals without the capital investment, long lead times and uncertain outcomes of an in-house solution.

An Iron Mountain solution allows you to:

› support electronic processes
› reduce storage costs
› enable faster search and retrieval
› provide anytime, anywhere access to documents
› ensure scalability and reliability
› deploy new capabilities with minimal capital outlay

AN INTELLIGENT APPROACH TO SCANNING

Scanning 100 percent of your documents may not provide the most cost-effective solution for your situation. Iron Mountain solutions provide intelligent scanning, based on the access requirements for different types of documents.

Frequently accessed documents or document elements — such as the customized coverage page of an insurance policy — are always scanned. Documents that are rarely accessed are not scanned until they are actually requested; they are then quickly delivered through our Image On Demand™ service. A well-designed, selective scanning program can yield dramatic reductions in conversion costs while meeting document access requirements.
DOCUMENT IMAGING SERVICES

BACKFILE CONVERSION
If you have a backlog of paper records that are costly to store and manage, Iron Mountain can help you establish a fast, efficient process and perform bulk conversion of those records to electronic form. Backfile conversion reduces or eliminates on-site physical records storage and makes records easier to search, access and distribute.

Proprietary web-based tools provide an efficient way to identify unneeded records so they can be safely purged, without requiring your staff to physically examine the contents of every carton.

DAY-FORWARD CONVERSION
While many types of records are initially created on paper, companies often want to quickly convert them to electronic form to support electronic workflow processes. Iron Mountain experts can help you establish a conversion process that integrates smoothly with your existing business processes.

IMAGE ON DEMAND
Image on Demand provides a cost-effective conversion solution for paper-based documents that have low retrieval needs. Rather than scanning all documents, which can be costly – and is often unnecessary – you can outsource a complete document library to Iron Mountain, with users only requesting specific documents “on demand”, as needed. Those documents are quickly retrieved, scanned and made available within hours. This “pay as you go” service minimizes costs by only digitizing requested documents.

DIGITAL RECORD CENTER
The Digital Records Center is an electronic repository where you can securely store, find and share the digital files that Iron Mountain has created from paper or other media formats or original digital documents. Authorized users can search for, retrieve and share the information they need 24/7, from any location and on any device.