

PRACTICAL GUIDANCE AND EXPERT TIPS

FIVE STEPS TO IMPLEMENTING A RECORDS RETENTION SCHEDULE

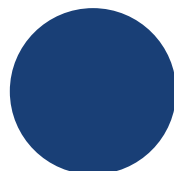
CREATE A GUIDE TO MEET YOUR NEEDS

A Records Retention Schedule serves as a universal guide to how long any record your organisation holds should be kept before it is disposed of. A well-designed Records Retention Schedule will meet both legislative and business operational requirements, eliminating arbitrary decision making and inconsistent Records Management policy.

If you suspect your Records Retention Schedule isn't quite what it should be, or you don't have one at all, we have five steps towards redressing the situation.

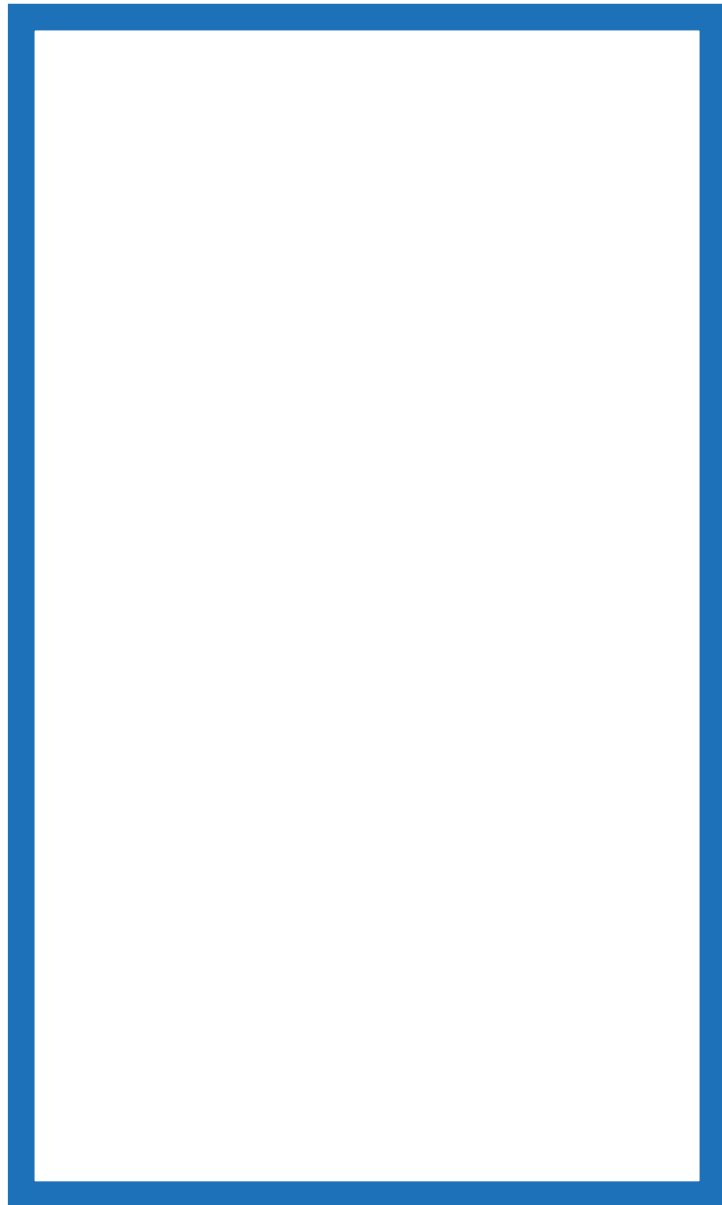
Click the tabs on the next page to explore the five steps of a Records Retention Schedule which can help your business.

MEET BOTH LEGISLATIVE
AND BUSINESS OPERATIONAL
REQUIREMENTS WITH A
WELL-DESIGNED RECORDS
RETENTION SCHEDULE



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YOU DON'T HAVE TO DO IT ALONE

One of the best ways to create an efficient, streamlined Records Retention Schedule is to work alongside a qualified partner. At Iron Mountain we protect, manage and store documents for over 230,000 customers worldwide, from FTSE 100 companies to smaller specialist businesses. Let our experts do the same for you.

Contact us today on 08445 60 70 80 (UK & N.I.) or 1800 732 673 (R.O.I.).

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