

PRACTICAL GUIDANCE AND EXPERT TIPS:

THREE WAYS TO SAVE MONEY BY STORING YOUR RECORDS OFFSITE

CHANGE THE WAY YOU LOOK AT YOUR RECORDS

Companies of all sizes are constantly looking for ways to cut costs. A simple opportunity to achieve significant savings could lie in changing the way you store your records, shifting them from your own premises to an offsite data storage facility. Here are three quick wins such a move will deliver:

1

FREE UP EXPENSIVE OFFICE SPACE

Documents take up space, and space costs money. A typical four-drawer filing cabinet takes up one square metre of space and costs around £1,152 a year¹. Storing those same documents in an offsite storage facility costs a fraction of that amount. By minimising the amount of valuable real estate dedicated to storing information, your space can be reduced or put to more valuable use.

2

STOP WASTING VALUABLE STAFF TIME SEARCHING FOR DOCUMENTS

Time spent searching through hundreds of files you don't need just to find the ones you do is inefficient and does little to energise your business. An efficient Records Management system based around offsite storage will see your employee productivity skyrocket².

3

PROTECT YOUR BUSINESS AGAINST THE CRIPPLING COSTS OF A DISASTER

Ensuring disaster recovery and business continuity is not only required by law, it's also critical to the survival of your company. An offsite storage solution will protect your vital records from fires, floods or other natural disasters if the worst happens. Of companies that have a major loss of business data, 43% never reopen, 51% close within two years, and only 6% survive long term³.

Start cutting costs and improving efficiencies - One of the best ways to take advantage of these potential savings is by outsourcing the task to a qualified partner. At Iron Mountain we protect, manage and store documents for over 140,000 customers worldwide, from FTSE 100 companies to smaller specialist businesses. Let our experts do the same for you.

References: 1. The Paperless Project 2. "Five Proven Ways to Maximize Your Resources With Records Management Efficiencies", Iron Mountain, 2012 3. "What Are the Consequences of Data Loss?" CloudTweaks, Sept. 21, 2011

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