DIGITIZATION: WHY OUTSOURCING IS THE SMART CHOICE

Digitizing records correctly requires special equipment and a staff trained on the best practices of indexing and metadata tagging. If you want the job done right, outsourcing to a vendor is your best bet. Here's why:

1 USE EXPERTS, GET EXPERT RESULTS

Digital records are easier to search for and faster to find. That's true ONLY if they have been accurately indexed and tagged using metadata, which a digitization specialist will do consistently for every scanned record.

2 AVOID A CAPITAL INVESTMENT

Purchasing professional-grade scanning equipment and software is a staggering investment. Imaging documents is also a time-consuming task and would draw your staff away from their core job roles. Outsourcing makes digitization faster and more economical.

3 PREVENT THEFT, LOSS OR PRIVACY BREACH

When digitizing in-house, documents may move between multiple locations and be touched by multiple parties. Every step of the process introduces an opportunity for loss or breach of sensitive information. An outsourced solution can mitigate risk through a single, secure chain of custody.

4 EVOLVE TO A DIGITAL WORKFLOW

Incorporating digitization into your organization means changing workflows and processes. An experienced vendor can offer advice on how to get the most out of working more digitally and help you automate workflows to improve productivity.

5 RIGHT-SIZE YOUR PROJECT

Digitization isn't an all or nothing endeavor. Choose a vendor that can scale the scope of the project to your organization's needs and unique workflows.

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.

> **Image on Demand**
  Scan only the records you need, when you need them. By selectively scanning only the portions of the record that you need, you can significantly reduce conversion costs.

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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