IRON MOUNTAIN®

INVENTORY AUDIT SERVICES

TAKE CONTROL OF YOUR PHYSICAL RECORDS INVENTORY.

AUDITING IS A KEY COMPONENT OF A RECORDS AND INFORMATION MANAGEMENT (RIM) PROGRAM AND A WAY TO ENSURE INFORMATION IS TRUSTWORTHY AND IN COMPLIANCE.

BUSINESS CHALLENGE

You are under pressure to audit the physical records in your inventory, especially if they contain personally identifiable information (PII). Regulatory demands and sensitivity regarding your customers' information are driving requests for greater reporting to verify the location and integrity of your inventory. You want to comply with these requests with ease, but conducting physical audits is labor-intensive and time-consuming. In addition, conducting an audit can be challenging if you do not have confidence in the contents of each carton.

HOW THIS AFFECTS YOU

> You need to demonstrate control over the physical records in your inventory by auditing in the most efficient way.

> You need to respond quickly and accurately to auditors' requests for inventory location.

> You need an easy way to respond to internal or external customers who want proof that their records are properly stored.

WHAT IF YOU COULD

> Rely on a trusted partner to help get the job done?

> Quickly receive an accurate inventory audit report with minimal hassle?

> Demonstrate compliance for your physical records inventory?

> Apply metadata to your records when you are unsure of inventory contents?

INVENTORY AUDIT: CHOOSE YOUR WAY TO PROVE COMPLIANCE

Iron Mountain offers various approaches for auditing your records inventory. Your choice depends upon your organization's unique needs and objectives, but all lead to the same resolution – satisfying audit requirements by providing proof of your cartons' location in Iron Mountain Record Centers.

HOW IT WORKS

You decide the best approach or combination of approaches for your specific requirements and preferences. Regardless of the approach you chose, our records management professionals have the expertise you need to help complete your audit.

RFID INVENTORY AUDITS

RFID-enabled audits are a quick and easy way to prove compliance. Through a chip in the label on your box, the RFID reader will detect the signal and audit your entire inventory. Your inventory may have a combination of barcodes and RFID tags. Iron Mountain can apply RFID tags to all of your cartons upon request.

IF YOU ARE CONFIDENT IN THE CONTENTS OF THE CARTONS IN YOUR INVENTORY, WE OFFER TWO APPROACHES TO YOUR AUDIT.	IF YOU ARE NOT CONFIDENT IN THE CONTENTS OF THE CARTONS IN YOUR INVENTORY, IRON MOUNTAIN CAN CUSTOMIZE AN APPROACH.

Iron Mountain does the work for you.

Iron Mountain employees perform a physical scan of the barcodes on your cartons and/or read RFID tags when available. At the end of the audit you will receive an Audit Detail Summary verifying that your cartons are stored at an Iron Mountain Records Center.

Iron Mountain does the work for you.

Iron Mountain employees pull your cartons from their storage location and research the contents for you. We can also capture metadata and update the carton information in Iron Mountain Connect™. We complete the audit and you receive an Audit Detail Summary verifying that your cartons are stored at an Iron Mountain Records Center.

Your organization does the work with help from Iron Mountain.

Iron Mountain employees pull your cartons from their storage location and stage them in the viewing room at our Records Center so that you can audit the cartons in a private space. If you require a longer review, we can deliver them to your office. Once your audit is complete, the cartons can be refiled or securely destroyed with Iron Mountain Secure Shredding services.

Your organization does the work with help from Iron Mountain.

Iron Mountain employees pull your cartons from their storage location and stage them in the viewing room at our Records Center so that you can research the cartons yourself in a private space. You can update Iron Mountain Connect at that time or give us an Excel spreadsheet and we'll do it for you.

COMPLETE YOUR AUDIT WITH CONFIDENCE

A seamless extension of your organization, our professionals will manage the project from start to finish. And you don't have to worry about the security of your information during an audit — we provide regular updates, so you'll always have confidence that your records are handled with care.

WE PROTECT WHAT YOU VALUE MOST™

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ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 220,000 organizations around the world, and with a real estate network of more than 85 million square feet across more than 1,400 facilities in over 50 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centers, art storage and logistics, and cloud services, Iron Mountain helps organizations to lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working. Visit www.ironmountain.com for more information.

USRM-SB-061318A