

PROJECT SERVICES

Custom Solutions to Manage Your Business Records Challenges.



[FIND YOUR SOLUTION](#)



RECORDS PACK
AND PREP

CUSTOMIZED AUDITS
AND INVENTORY
MANAGEMENT

FILE ROOM
SOLUTIONS

CLEAN
START

DOCUMENT
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SERVICES

MOST NEW INFORMATION IS DIGITAL, BUT MANY PAPER RECORDS MUST STILL BE STORED AND MAINTAINED – AT LEAST IN THE SHORT RUN. AS YOU LOOK TO ADD POLICY, RETENTION AND WORKFLOW TO EXISTING AND NEW DIGITAL RECORDS SOURCES AND SYSTEMS, YOU NEED HELP UNDERSTANDING WHAT INFORMATION YOU STILL HAVE IN THE FORM OF PAPER RECORDS. YOU DO NOT WANT TO INCREASE YOUR AUDIT OR LITIGATION RISK BY KEEPING PAPER RECORDS FOREVER, BUT, AT THE SAME TIME, YOU ONLY WANT TO PAY FOR THE STORAGE YOU NEED AND MANAGE ONLY THOSE RECORDS THAT REQUIRE ARCHIVING.

PROTECTING CRITICAL INFORMATION WITH AN EYE ON COMPLIANCE

The distributed nature of today's business environment can create an ecosystem of diverse systems with multiple retention policies. Organizations often encompass several departmental "silos," each utilizing its own records and information management (RIM) processes. This lack of standardization creates inefficiencies that can negatively affect your ability to gain critical business insights from your information, and it increases the risk of audits and legal action.

Many companies must also be mindful of regulations and other recordkeeping requirements to mitigate the risk of an audit, potential fines or possible litigation. But, understanding what records you have, what you need to keep and what can be disposed of can be a challenge, especially if you don't have a resource available with records and information experience or if you acquired records through M&A.

{ DID YOU KNOW?

50% of companies expect to need at least one out of the ordinary records projects over the next two years. For example, **35%** need help cleaning up remaining paper while moving forward with digital transformation goals, and **33%** expect to need help with an audit.*

*Source: Coleman Parkes Research, January 2018. Survey conducted on behalf of Iron Mountain.

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BUILDING A STRONGER WORKPLACE FOR TODAY AND TOMORROW

There are at least four generations represented in today's workforce. Younger workers like to share data on devices and collaborate using innovative applications online. Older workers like to save files on their laptops for future use or print materials to review later. As you move away from paper, you need to make sure all devices, source systems, online repositories, and records are reviewed, tagged and indexed, which helps to achieve RIM compliance and safeguard against hacking, data loss and inadvertent disclosure.

Today's workforce is also mobile, and more and more companies are opting to let employees work remotely to save on costly real estate space. Many companies are looking to repurpose or restack workspace to save money, increase collaboration and modernize. However, cleaning out an office floor, an entire building, or even multiple locations can be a daunting project.

WHATEVER RECORDS SITUATION YOU FIND YOURSELF IN, OUR INFORMATION MANAGEMENT EXPERTS CAN HELP

Iron Mountain® Project Services help with short-term records engagements that involve specialized services relating to pack and prep, RFID tagging, metadata indexing, records removal, and the movement of cartons and files. Services may also include inventory audits, nonstandard shredding services, document recovery services, and building consolidation projects.

Records management projects differ from one project to the next. By working with a trusted partner in records and information management with over 65 years of expertise, you know your records and company are safe whatever your records project needs might be. Whether its archiving paper records as part of a digital transformation initiative; cleaning out records and other assets currently held onsite to regain workspace; or conducting an inventory audit to purge, retrieve or relocate records to drive RIM program compliance, Iron Mountain Project Services has you covered.



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BUSINESS CHALLENGE

IRON MOUNTAIN SOLUTION



RECORDS PACK AND PREP

Organize, box, RFID tag and index metadata for remaining paper records as you move to digitize and/or manage M&A activity.

Iron Mountain specialists can purge, pack and provide point-to-point transfer of cartons and files from your facility to Iron Mountain Record Centers. We can pack your records into standard Iron Mountain RFID-ready storage cartons and collect metadata to describe box contents - with an option to index each file in the carton. This process helps to ensure all records are stored according to your record codes and retention policies.



CUSTOMIZED AUDITS AND INVENTORY MANAGEMENT

Audit inventory to mitigate audit and litigation risk and establish a defensible disposition program.
Enforce RIM program compliance and ensure all records are managed per your record policies.

It is important to know what inventory you have so that you can respond to discovery or other events. Iron Mountain Audit Services provides dedicated space in our Record Centers for conducting audits. Along with providing space, we can help inventory your cartons, prepare files and provide support for material handling.



FILE ROOM SOLUTIONS

Audit open-shelf files and cartons regularly by performing selective purges and shifting aging records offsite per your retention policies.

The Iron Mountain® Open Shelf File Storage solution replicates your file room in a secure, offsite storage environment using your filing system. Whether you choose to relocate all of your documents or just a select few, you will rest assured knowing your files are stored on specialized racking in our secure and compliant Record Centers and that retrievals, refiles and interfiles are performed by our expert staff.



CLEAN START

Restack or repurpose workspace using one vendor who can help you manage a variety of real estate changes, such as:

- Lease termination
- Reduction of real estate footprint
- Large-scale real estate change, remodel or restructuring
- Temporary storage needs during remodels for artwork, libraries, collections and other information assets and equipment

Whether it is one floor, one building, or multiple locations, we can help you manage a variety of real estate changes, including new construction, new occupancy or reconfiguration, in a secure and compliant way. Our programs can help you improve real estate utilization by freeing up valuable space currently occupied with file rooms, records storage and other information assets. We can also clear an entire space of all outdated materials - not just records, but also PCs, servers, artwork and other assets. Iron Mountain manages the clean-out process while also providing secure services to archive, donate or dispose of materials, including paper and digital records and physical equipment of all kinds.



DOCUMENT RECOVERY SERVICES

Protect or recover inventory if a natural or man-made disaster strikes.

Iron Mountain can clean and restore information assets damaged by natural disasters, such as fire, hurricanes or earthquakes, among others. Our services also restore and preserve documents damaged due to poor storage practices, records held onsite in a non-climate-controlled, non-fireproof area, or documents left out or not handled appropriately over time.



DESTRUCTION SERVICES

Shred paper related to onsite physical document imaging projects and/or one-time shredding events, such as inventory purges, building consolidations, M&A activity, or community- or workforce-based shredding events.

Iron Mountain can handle a variety of shred scenarios for events that fall outside your typical shred program frequency. These services can also include our Secure IT and e-Waste Asset Disposition service (SITAD) upon request to destroy, donate, recycle and/or repurpose IT equipment, such as monitors, hard drives and other media.

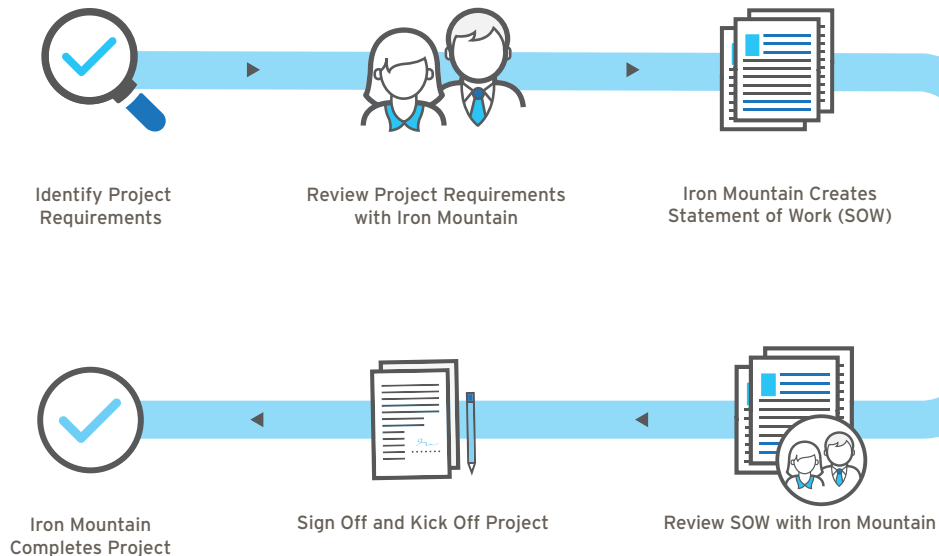
HOW IT WORKS

Iron Mountain Project Services solutions can help you manage your records project based on your business requirements. Whether it is a one-time project or periodic or ongoing projects, our records management professionals have the expertise you need.

Our professionals act as a seamless extension of your organization and can manage the project from start to finish, allowing your staff to stay focused on day-to-day business operations. During the project, Iron Mountain provides you with regular updates, giving you peace of mind that your records are handled with care.

HERE IS HOW IT WORKS:

- 1 | Together, we assess your specific requirements and review the project in detail.
- 2 | Iron Mountain provides a statement of work (SOW) of the services needed to complete the project.
- 3 | You evaluate the SOW to determine the scope.
 - Determine how services will be provided (one-time service or as a program-based service over time).
 - Leverage the SOW to gain internal stakeholder buy-in and get budget approval.
- 4 | Once the SOW is signed, Iron Mountain performs the work as specified.



YOU CAN COUNT ON IRON MOUNTAIN TO MANAGE YOUR PROJECT USING OUR RECORDS AND INFORMATION MANAGEMENT, CHAIN OF CUSTODY AND INVENTORY MANAGEMENT BEST PRACTICES.

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THE IRON MOUNTAIN DIFFERENCE: WHAT YOU GAIN

Iron Mountain® Project Services help with short-term records engagements requiring special handling of critical business assets, which enable you to:

- > **ACCELERATE INNOVATION.** Organize, box and tag remaining paper records as you move to digitize.
- > **REDUCE RECORDS MANAGEMENT BURDEN.** Keep your resources focused while a trusted, experienced vendor completes your special project.
- > **IMPROVE RECORDS MANAGEMENT COMPLIANCE.** Audit open-shelf files and cartons regularly by performing selective purges and shifting aging records offsite per your retention policies.
- > **REDUCE AUDIT RISK.** Shred paper and dispose of other assets at the end their information lifecycle using one vendor.
- > **RECOVER DAMAGED RECORDS.** Be ready to protect or recover inventory if a natural or man-made disaster strikes.
- > **REPURPOSE WORKSPACE.** Trust Iron Mountain to manage all aspects of your real estate change correctly.

ADDITIONAL SERVICES

Iron Mountain Advisory Services give you access to professionals with years of expertise across dozens of disciplines relating to information governance (IG), including privacy, retention, compliance and risk. With these services, Iron Mountain can help you accelerate your IG program through assessments and recommended roadmaps; creating or revamping your information management policies for records retention and data privacy; classifying and defensibly disposing of your content; and using our onsite staffing services to augment your workforce if needed. To learn more, go to www.ironmountain.com/information-management/information-governance-advisory.



IRON MOUNTAIN: ENABLING INNOVATION AND DIGITAL TRANSFORMATION

WE MAKE IT EASY TO MANAGE YOUR INFORMATION THROUGHOUT ITS LIFECYCLE WITH OUR WORLDWIDE NETWORK OF LOCALLY MANAGED FACILITIES, WE DELIVER SOLUTIONS THAT ARE SECURE, COMPLIANT AND COST-EFFECTIVE.

PROVEN EXPERIENCE

- > Over 65 years of records management experience
- > SOC 2 Type II compliant

EXPANSIVE FOOTPRINT

- > More than 1,400 facilities in over 52 countries
- > Responsive and flexible services tailored to meet your needs
- > Close proximity to your location for quick turnaround
- > Next-day, half-day and emergency retrieval services available

QUALITY SERVICES

- > Facilities securely monitored 24/7
- > Infrastructure designed for optimal business continuity
- > Certified CRM, IGP, ERMp consultants and program managers

For more information, contact Iron Mountain at **800.899.IRON (4766)**.
For access to additional tools and insights, [visit www.ironmountain.com](http://www.ironmountain.com).



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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.

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