IRON MOUNTAIN®

RETHINK YOUR SMALL BUSINESS FOOTPRINT WITH IRON MOUNTAIN CLEAN START®

THE 4 R'S OF A CLEAN START

> **Reduce** your real estate footprint to lower costs or support downsizing

> **Repurpose** offices and conference rooms into higher-value alternatives

> **Reclaim** storage areas overrun with seasonal items, marketing materials and surplus furniture

> **Recoup** closets and storage space stuffed with outdated IT assets, unneeded office furniture and other equipment

Small businesses are the heart of our communities. It's hard to imagine them having a tougher time than during the COVID-19 pandemic. It's been a struggle and small businesses are worried about their future. Nearly 100,000 small businesses temporarily closed at some point and tragically some are now shuttered for good[1].

One of the top three expenses for any organization is office space. Getting the square footage right is emerging as a key strategy to cut costs and put small businesses in a better rebuilding position.

To reduce expenses, many small businesses are considering the following:

> Moving locations

> Closing offices

> Re-configuring current spaces

> Allowing more employees to work remote

We are here to help your small business through these changes. With Iron Mountain Clean Start®, we'll evaluate your workplace and make recommendations on how to optimize your real estate investment. This can be accomplished by clearing out everything you don't need that's currently occupying valuable space, including paper records, file cabinets, old servers, PCs, IT assets, office equipment, cabinets and furniture. We manage the clean-out process from start to finish while facilitating secure storage, destruction and donation.

FROM PHYSICAL TO DIGITAL...

Beyond the physical removal or storage of items, we evaluate your current processes to provide actionable advice on how to improve records and information management moving forward. With Iron Mountain Clean Start, you gain visibility into your records across locations along with recommendations on how to reduce compliance risk.

We also assess how you create, store and use information to help your business shift from physical to digital ways to work. We'll recommend tools to help improve efficiency and support your remote employees with anytime, anywhere information.

To make the physical to digital shift, Iron Mountain can assist you with:

> Active file management

> Document scanning

> Workflow automation

> Cloud archiving

IRON MOUNTAIN CLEAN START SUCCESS STORY

A financial services company needed to **cut office space in half**. They sought to reduce space by limiting their reliance on paper.

To accomplish this square-foot reduction, here is how our Clean Start solution helped:

> **Designed** a new workflow process for file collection (including creating an Iron Mountain monitored small, onsite records room) to store and manage active files in one central location

> **Cataloged** paper records and moved them offsite to Iron Mountain storage

> **Securely destroyed** obsolete paper and IT equipment

HOW CLEAN START WORKS

1 Iron Mountain conducts an assessment of your workspace and shares recommended areas for improvement.

2 You receive a summary of our proposed improvements to review and discuss internally.

3 We execute the approved plan.

FULL, FLEXIBLE MENU OF SERVICES

STORE RECORDS

Iron Mountain professionals help you identify records for relocation to our secure off-site facilities where they are tagged, classified, tracked with RIFD labels and easy to find through our Iron Mountain Connect™ web portal.

DESTROY RECORDS

Don't pay for storage you don't need. We securely destroy and recycle paper documents that have met retention requirements.

SECURE IT ASSET DESTRUCTION (SITAD)

Avoid the chances of a data breach by having a clear strategy to securely destroy, recycle or repurpose media and other IT equipment that are no longer needed.

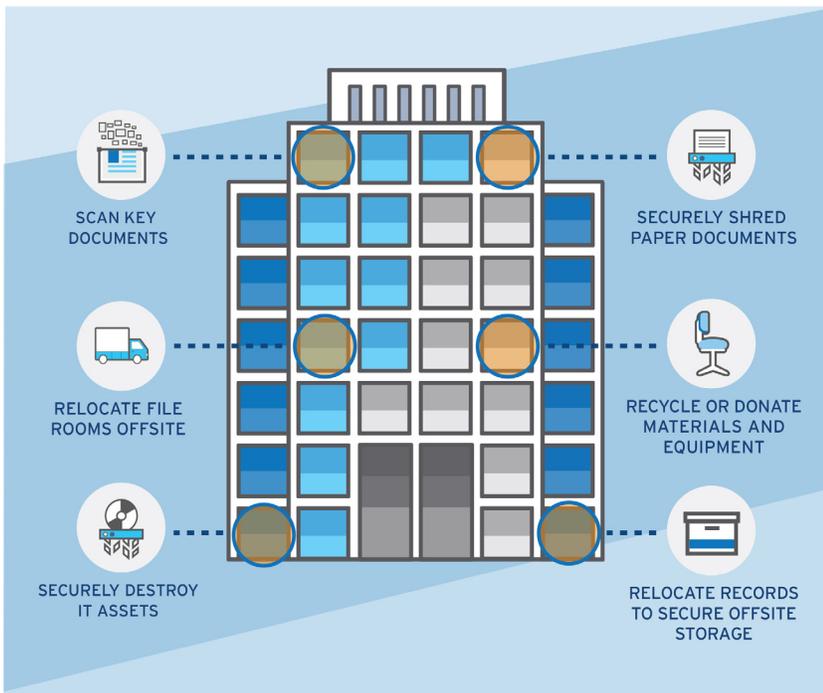### RELOCATE FILE ROOMS OFFSITE

Offload the management of your file rooms to Iron Mountain's experienced staff.

DIGITIZE DOCUMENTS AND AUTOMATE WORKFLOWS

Our team works with you to create a document imaging solution and automate manual workflows like invoice processing to maximize your productivity

RECYCLE OR DONATE FURNITURE AND EQUIPMENT

We coordinate the disposal of office furniture, cubicles, IT equipment, supplies, artwork and other unused assets.

SCAN KEY DOCUMENTS

SECURELY SHRED PAPER DOCUMENTS

RELOCATE FILE ROOMS OFFSITE

RECYCLE OR DONATE MATERIALS AND EQUIPMENT

SECURELY DESTROY IT ASSETS

RELOCATE RECORDS TO SECURE OFFSITE STORAGE

WHAT YOU GAIN FROM AN IRON MOUNTAIN CLEAN START

> **Ability** to accelerate your workplace transformation by starting with a clean slate

> **Confidence** in your flexibility to quickly adjust in times of change

> **Visibility** into information management practices across your business to simultaneously increase compliance and reduce risk

> **Capability** to support a remote workforce with refreshed business workflows and digital records

> **Access** to expert information management resources from start to finish

> **Peace of mind** that all records, equipment and assets are handled securely in line with information management best practices

To learn more, visit ironmountain.com/cleanstart
or email cleanstart@ironmountain.com

[1]*https://fortune.com/2020/09/28/covid-buisnesses-shut-down-closed/*

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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.