

TRANSITIONING TO A DIGITAL GOVERNMENT

CHALLENGE

Prepare for and comply with M-19-21

SOLUTIONS

- › Records storage
- › Digitization
- › Data management
- › Information governance
- › Secure destruction

VALUE

- › Accelerate digital transformation efforts
- › Reduce storage space up to 75%
- › Cut storage costs by 50-60%

HOW FEDERAL AGENCIES CAN COMPLY WITH - AND BENEFIT FROM - NARA'S M-19-21 ELECTRONIC RECORDS DIRECTIVE

The Office of Management and Budget (OMB) in conjunction with the National Archives and Records Administration (NARA) issued M-19-21, Transition to Electronic Records. M-19-21 specifically describes the steps that the government will take to meet the goal of transitioning its business processes and recordkeeping to a fully electronic environment, and end NARA's acceptance of paper records by the proposed date of June 30, 2024.

With a goal of closing agency-operated storage facilities for paper and other analog records - and transferring those records to NARA Federal Records Centers or commercial storage facilities - M-19-21 ensures all records are created, retained, and managed in electronic format, with appropriate metadata. For most, this is proving to be a daunting task, but agencies have an opportunity to take advantage of this transition to advance digital transformation efforts and drive efficiencies that deliver significant cost savings.

PARTNERING WITH IRON MOUNTAIN

To successfully achieve M-19-21 compliance, it is essential that agencies develop a solid plan for their records maintenance, digitization strategy, and storage program. We have developed proven solutions to help manage the entire information lifecycle, from the creation of a record to its disposition, and we can help agencies organize and access their records while digitizing to meet the deadline. Our solutions help agencies to:

- › Develop a comprehensive physical and digital RIM strategy to prepare now
- › Effectively manage growing volumes and variety of data
- › Secure alternative NARA-compliant storage solutions
- › Free up valuable real estate for more mission-critical activities
- › Improve data analytics, discovery, and access to records to facilitate digital workflows
- › Lower the costs, risks, and inefficiencies of managing valuable data and information assets

IRON MOUNTAIN GOVERNMENT SOLUTIONS

Our full suite of records and information management solutions bridge the transition between physical and digital assets, improve asset management, reduce physical footprints, decrease costs, and streamline operations, all while greatly enhancing citizen services and mitigating security and privacy risks. We are your partner to help navigate the M-19-21 directive.

Our solutions include:

SECURE, NARA-COMPLIANT STORAGE

- Eliminate the need for onsite storage by moving records off-site into a high-density, NARA-compliant storage facility - reduce storage space by up to 75%
- Cut costs by 50-60% utilizing compliant commercial storage that will continue to be available beyond 2022
- Ability to store sensitive and classified DOD and US government information at select locations

DOCUMENT IMAGING AND MANAGEMENT SERVICES

- Facilitate the transition to electronic records management through conversion services and leverage advanced technologies to improve workflows and drive insights
- Digitize mission-critical legacy records for a seamless transition to a more effective digital government

DATA MANAGEMENT

- Protect, preserve, and manage information throughout the entire data cycle
- Ensure access and the ability to respond to information requests (i.e., FOIA) more quickly

INFORMATION GOVERNANCE

- Avoid cost of maintaining legacy equipment and systems by moving an agency's digital assets from backup tapes and antiquated systems into modern formats and new technologies

SECURE DESTRUCTION

- Dispose of assets that have reached the end of their lifecycle, regardless of format, reducing storage footprint and program costs
- Reduce risk of breach or compromise by securely shredding sensitive and confidential paper documents

As this important deadline approaches, it is imperative that agencies have an end goal in mind and establish an overall plan and timeline not only for M-19-21, but for continued digital transformation as technologies evolve. For more information on how Iron Mountain Government Solutions can partner with you on your M-19-21 journey, visit our website at www.ironmountain.com/publicsector.

ABOUT IRON MOUNTAIN

Iron Mountain Government Solutions, a division of Iron Mountain Incorporated (NYSE: IRM), is a leader in innovative storage and information management services, storing and protecting billions of valued assets, including critical business information, highly sensitive data, and cultural and historical artifacts. We help public sector agencies digitally transform, bridging the gap between a hybrid physical and digital world. Our full suite of records and information management solutions improve asset management, reduce physical footprints, decrease costs, and streamline operations, while greatly enhancing citizen experience, and mitigating security and privacy risks. Visit www.ironmountain.com/publicsector to learn more.

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RECOMMENDED STEPS TOWARDS M-19-21 COMPLIANCE:



Conduct a Thorough Self-Assessment

of your records and information.



Develop a Plan

and make sure you know what options are best for your records and information.



Think Beyond M-19-21,

use this directive as an opportunity to accelerate digital transformation.