

## SOLUTION BRIEF

# IRON MOUNTAIN® DIGITAL RETRIEVAL SERVICE

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## BUSINESS CHALLENGE

In light of a growing mobile workforce and increasing regulatory pressure, companies like yours need to address complex information requirements. You have physical files that are stored offsite in an Iron Mountain Records Centre that you need to access to maintain business continuity. You need a way for your team to access the information in your files and boxes while they work remotely and are unable to receive physical deliveries.

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## WHAT IF YOU COULD:

- Get fast, easy and 'green' retrieval of the paper records that you have stored off-site?
  - Enable your remote workforce to have rapid access to the information they need in a digital form?
  - Securely access your critical records to help you make better informed decisions and streamline your processes?
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## HOW IT WORKS

Iron Mountain Digital Retrieval Service is a subscription service for customers looking to digitise high volumes of their physical records currently stored in Iron Mountain Records Management Centres. The solution provides you secure digital access to business critical documents, wherever and whenever you need it.

When you log into your Iron Mountain online ordering tool, you can request your paper documents to be imaged from among the physical documents you have stored with us. Iron Mountain retrieves your documents then scans, indexes and ensures quality control to meet your document conversion requirements. Once your documents are digitised, we return the physical documents to a secure storage location.

You can securely access your newly digitised records via sFTP. Your digital files are encrypted to ensure an extremely high level of data transmission security.

## SOLUTION BENEFITS

- › Get fast, digital access to your documents.
- › Easily leverage newly digitised files in your existing digital workflows.
- › Manage predictable costs through a subscription service.
- › Utilize our 65+ years of experience protecting customers' information and privacy.
- › For advanced machine learning and analytics capabilities, ask your Iron Mountain representative about **Iron Mountain InSight® Enterprise Edition**.

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## COMPLEMENTARY SERVICES

With Iron Mountain's **Records Storage** you'll secure and protect your valuable physical records and documents and wrap a records management program around them.

Iron Mountain's **Image on Demand** is an alternative document delivery service for converting low volumes of paper or film based information to a digital format over time, as it is needed.