

TAKE CONTROL OF YOUR RECORDS INVENTORY WITH

IRON MOUNTAIN SMART SORT

DO YOU NEED TO...

FIND records quickly and accurately?

REDUCE the cost and risk of records storage?

NAVIGATE mergers, acquisitions, and divestitures quickly?

SUPPORT office reconfigurations and closures?

MAKE defensible decisions about what records to keep, destroy, or image?

ACCELERATE digital transformation?

There are plenty of reasons to take control of your records inventory. Now you can without cost or complexity standing in your way.

Iron Mountain Smart Sort provides a simple and cost-effective solution to sort and organise physical files. With Smart Sort you can confidently decide what to retain, defensibly destroy, digitise, or provide for a divestiture, legal matter, or other business needs.

AN EXAMPLE OF

HOW SMART SORT WORKS

Iron Mountain's trained records management professionals use information from your core business applications and records retention schedule to automate defensible decision-making.

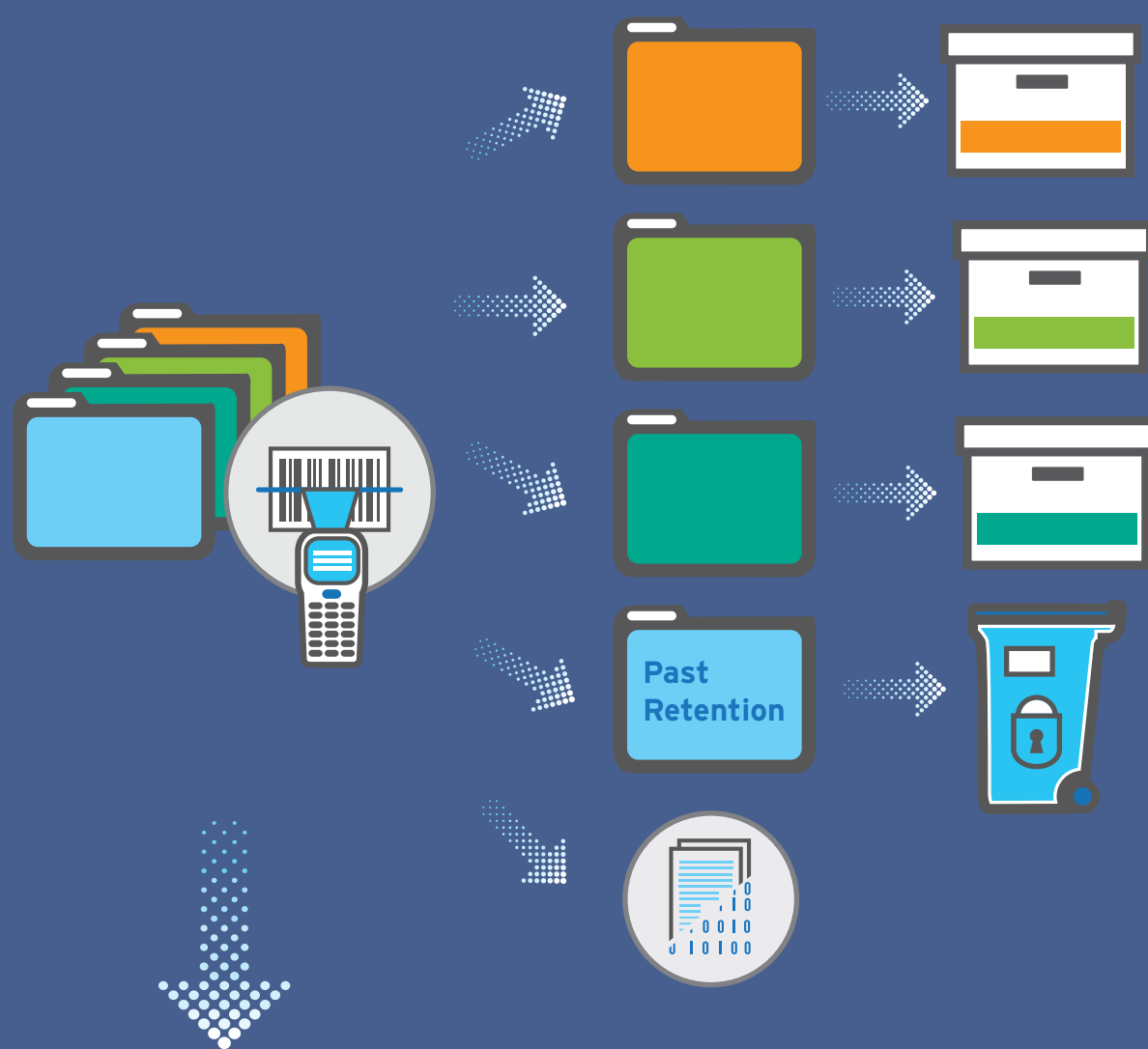


BEFORE

Commingled files and event date complexity prevent you from making defensible decisions about your records inventory.

The Smart Sort process will sort and reorganise your files according to destruction eligibility, record type, record status, unique identifier – or whatever you require.

Make decisions about which files to retain, destroy, or digitise.



SMART SORT PROCESS

- 1 Pull all files from carton.
- 2 Scan/enter file ID and receive instant sort result.
- 3 Sort and rebox files by like destruction dates, record type, a unique identifier – or whatever you require.



AFTER

At the conclusion of your Smart Sort project, you'll have full visibility into your up-to-date file-level inventory so that you can find what you need quickly and enable an ongoing defensible disposition process.



COST-EFFECTIVE, EFFICIENT, INSIGHTFUL.

TAKE CONTROL WITH IRON MOUNTAIN SMART SORT.

Get Started Today!

CALL 2331 8000 | [IRONMOUNTAIN.COM.HK/SMARTSORT](https://www.ironmountain.com.hk/smartsort)