

## PRACTICAL GUIDANCE AND EXPERT TIPS

THREE REASONS YOU  
SHOULD INVEST IN A  
RETENTION SCHEDULE**WHAT IS A RECORDS  
RETENTION SCHEDULE?**

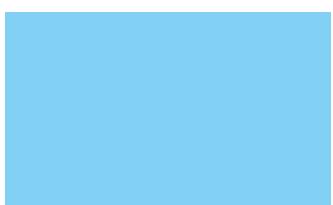
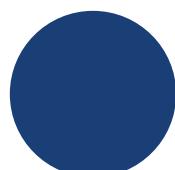
A Records Retention Schedule is a policy that describes how you manage all the paper and electronic records in your possession throughout their lifecycle, from their creation through to their eventual destruction or retention. It also specifies how long you need to keep any particular record.

A LACK OF A RECORDS RETENTION SCHEDULE IS A RECIPE FOR INEFFICIENCY, DATA BREACHES AND SERIOUS VIOLATIONS OF DATA LAWS

**WHY DO I NEED ONE?**

If you do not have a well-publicised Records Retention Schedule, you are basically asking your employees to decide what to do with the information they handle. It is a recipe for inefficiency, data breaches and serious violations of data protection laws.

**See the next page to explore three reasons why you should have a well-designed and carefully thought out Records Retention Schedule.**





### STEP 1: REDUCE THE RECORDS YOU STORE

There are many misconceptions about how long organisations are required to keep different records. Ignorant of the facts, people tend to err on the side of caution and keep everything. The result can be thousands of redundant documents clogging up your systems. Documents take up space, and space costs money.



### STEP 2: MINIMISE LITIGATION COSTS

If your organisation is involved in litigation, chances are you will have to provide documents to support your case. Many may go back years. If you cannot find them because no one knows where or how they were stored, or whether they still exist, you may end up spending hundreds of hours looking for them, or even having to settle a case because you can't find the information you need.



### STEP 3: IMPROVE THE SPEED, ACCURACY AND EASE OF ACCESS TO VALUABLE INFORMATION

Knowing exactly where to look for the information you need is the key to operational and organisational efficiency. It will enhance your customer service and give you the edge against your competitors. The average employee spends 25% of their week filing, copying, indexing or retrieving documents. Make sure it's not time spent running around in circles.

## PUTTING WORDS INTO ACTION

One of the best ways to create an efficient, streamlined Records Retention Schedule is to work alongside a qualified partner. At Iron Mountain we protect, manage and store documents for over 220,000 customers worldwide, from FTSE 100 companies to smaller specialist businesses. Let our experts do the same for you.

**Contact us today on UK & NI 08445 60 70 80  
or ROI 1800 732 673.**