

DOCUMENT MANAGEMENT SOLUTIONS



Comprehensive, Integrated Management of Physical and Electronic Documents

Document Management Solutions



Mortgage, loan and credit files. Human Resources documents. Sales contracts. Insurance policies and claims forms. Credit card receipts. Proof-of-delivery forms. Medical files and x-ray films.

In every industry, fast, reliable access to essential documents is critical to success. Yet for many organizations, document management is highly fragmented, inefficient and costly - involving a mix of paper-based and electronic records, active and rarely accessed documents, on-site and off-site storage, and multiple vendors.

REGAIN CONTROL

With Document Management Solutions, Iron Mountain helps you create a comprehensive, fully integrated document management program that gives you complete visibility and timely access to all your business records - whatever form they are in and wherever they reside. In turn, enhanced access and control can speed business processes and decision-making, improve customer service, and support compliance requirements.

Working with Iron Mountain experts you can:

- Speed the transition to electronic document management (EDM)
- Integrate the management of your physical and digital records
- Enable fast, distributed and simultaneous access to records
- Improve process efficiencies and reduce process times
- Enforce consistency and compliance
- Support disaster recovery strategies
- Effectively manage the “total cost of storage and retrieval”
- Enable rapid implementation with little or no capital investment

Iron Mountain helps you evaluate your current document management environment and related costs, assess your needs, and develop a managed solution that supports your business goals and complements your existing strengths and resources.

ENSURING A SMOOTH TRANSITION TO ELECTRONIC PROCESSES

Iron Mountain's Document Management capabilities help you make a smooth transition from paper-based to electronic processes. By providing a comprehensive portfolio of solutions from workflow consulting, off-site or on-site active file management, to document conversion and archiving, Iron Mountain Document Management services provide one-stop shopping for all your records management needs.

REDUCED COSTS

Intelligent scanning – based on the access requirements for different types of documents – can yield dramatic reductions in paper-to-electronic conversion costs. Frequently accessed documents or document elements are always scanned. Documents that are rarely accessed are not scanned until they are actually requested and are then quickly delivered through our Image On Demand service.

FLEXIBLE ACCESS, POWERFUL SEARCH AND RETRIEVAL

The Iron Mountain Connect™ portal gives your users powerful, flexible capabilities for managing, accessing and requesting documents, via any system with a web browser. Convenient, web-based access to your records management environment is available 24/7.



DOCUMENT CONVERSION

- Conversion of paper records into electronic documents to enhance access, distribution, compliance, and cost-effectiveness
- “Intelligent conversion,” providing the most cost-effective imaging solution
- Image on Demand solutions that let you scan only what you need, when you need it
- Radiology digitization services that streamline the management of x-ray film libraries
- Desktop capture solutions that integrate with your current paper workflow
- On-site or off-site services to fit your needs
- Indexing and data extraction ensures fast, easy access to your data

DIGITAL RECORDS CENTER

- A hosted service that provides your organization with a high-capacity, high-availability platform for storage and retrieval of archived documents
- Users benefit from powerful search tools, rapid retrieval, and 24/7 web access
- Security is assured through access controls and secure links
- Highly secure Iron Mountain facilities and redundant systems reduce your risk of an interruption and ensure rapid recovery following a disaster
- A managed service that requires no investment for hardware, software, integration, or ongoing management and maintenance
- “Pay as you go” pricing ensures low total cost of ownership
- Customized applications address your organization’s filing and retrieval requirements
- Rapid deployment, using Iron Mountain’s experts, yields immediate cost and time savings
- Manage all types of digitized content, document images, electronic office documents, printed output, audio and video

OFF-SITE ACTIVE FILE MANAGEMENT

- Off-site management of active files, including paper-based documents, archived images, and “on demand” images
- Reduced physical storage requirements and document management costs
- More efficient use of floor space for high-value activities
- Enhanced continuity between on-site and off-site file management
- Documented chain of custody
- Capabilities include open-shelf and boxed storage, file completion verification, drop filing and versioning, and scheduled deliveries

ON-SITE RECORDS PROGRAM MANAGEMENT

- Outsourced management and/or staffing of your on-site facilities including file rooms and archival storage facilities
- Expertise in records management, document conversion, retention scheduling, and information security and privacy
- Enables integration of on-site management with off-site storage services
- Access to senior management expertise and guidance for special projects
- Managed services eliminate costs related to training and turnover

DOCUMENT WORKFLOW CONSULTING

- Redesign document management workflows to support key business goals
- Can help streamline businesses processes, increase staff productivity, enhance compliance and reduce costs
- Recommendations address physical document management, conversion of paper to electronic documents, and the streamlining of existing workflows
- Implementation and training support ensure a smooth transition to your new workflow environment

ADDITIONAL IRON MOUNTAIN SERVICES



SECURE SHREDDING

Given the confidential nature of business records, it's important to ensure complete destruction. Our secure shredding services help you to protect the privacy of your company, employees and customers.



DIGITAL ARCHIVES

Our Digital Archives service group offers records management solutions for today's leading organizations. We provide SEC-compliant digital archiving, supervision and data restoration and electronic discovery support services. With our extensive records management expertise we can help institute a comprehensive records management solution.



DATA PROTECTION

Whether physically transporting and vaulting your backup tapes at one of our secure facilities or backing up your data through a secure Internet connection with Electronic Vaulting, our comprehensive data protection and disaster recovery services place your information off-site, off-line and out-of-reach; yet the data is accessible whenever and wherever you need it.



VITAL BUSINESS RECORDS

Our climate-controlled, secure facilities are designed to protect irreplaceable documents like original deeds, wills, trusts, contracts, patents, and other notarized and certified records for you.



CONSULTING

Today's business world demands that companies follow sound, consistently applied records management practices. Let our consulting professionals review your current records management program, help you determine which records you need to retain, and create an appropriate retention schedule and records classification program for each.