

RECORDS MANAGEMENT SERVICES



Achieve Efficient and Compliant Records Management

Records Management Services

Are You In Control of Your Records?

Regardless of size or industry, virtually every business generates an ever-growing volume of records that touches all aspects of the organisation. Today, the term “business records” encompasses a much broader range of both active and inactive information than ever before. The sheer volume of business records is exploding with literally billions of documents and trillions of e-mails, all of which present significant challenges. It is clear that professional, dedicated management of business records is absolutely essential in today’s environment. Are you prepared to face the challenges of maintaining a sound and consistent records management programme?

21st Century Challenges

COMPLIANCE

A broad range of rules and regulations - from the Data Protection and the Freedom of Information Act, MiFID, the UK Financial Services and Markets Act, to Rule 26 – mandate how you manage your records. Do your records management practices prepare you for compliance?

EXPOSURE

In addition to compliance considerations, you may be required to produce all relevant records as part of a legal discovery process. Are you retaining records you don’t need, or destroying the ones you do need?

SECURITY

All of your records - regardless of media - should be protected from unauthorised access. Are you sure your existing records management and security policies adequately protect corporate information and consumer records from espionage and identity theft?

CONTROL

It is important to conduct a thorough inventory to ensure that you have control over all records - physical and digital, off-site and on-site. Are all of your records, regardless of format or location, consistently classified?

COSTS

The ever-growing volume of e-mail translates into increasing costs for servers, storage, administration and discovery. Are you spending more than you need to because you don’t have a coherent e-mail retention policy?

Lack of physical space presents an office real estate problem for companies of all sizes, but especially those located in dense city centres. Are you willing to pay a premium per square metre for that storage space?

ACCESS

As your business grows, so, too, does the volume of information you process. Logically cataloguing and properly labelling your records is becoming more challenging. Will you be able to find the record you need when you have to?





Your Single Source

To help you meet these challenges, Iron Mountain offers a complete line of services specifically tailored for your unique records management programme. Supported by a team of records management experts, Iron Mountain offers the industry's most comprehensive suite of services for managing the entire life cycle of your business records.

More companies rely on us for secure, cost-effective, and compliant off-site storage, management and protection of their physical, electronic and vital records—than any other company in the world.

CONSULTING

Get Compliant. Stay Compliant. Iron Mountain Consulting Services provides proven methodologies, industry experience, and practical technology to meet your records management challenges - including staying compliant with the latest rules and regulations. We've designed and implemented enterprise-wide records retention solutions for the world's leading organisations.

Iron Mountain consultants can work with you to develop a legally credible and universally implemented records retention programme that applies to records in all formats: e-mail, paper, and electronic. We can also help you evaluate and audit your programme to ensure that it is consistently enforced and up-to-date.

RECORDS MANAGEMENT

We offer services to meet a wide range of needs, from pure storage to comprehensive, compliance-based records management programmes. Our secure facilities, system-driven workflows, and records management portal - Iron Mountain Connect™ - ensure your records are well protected off-site, yet easily accessible when you need them. We provide solutions for vital, active, and inactive records through a suite of services in record centres worldwide.

SECURE SHREDDING

Shredding the right information, at the right time, and in the appropriate manner is not only a savvy business practice - in some cases it's the law. Our Secure Shredding solutions provide comprehensive programme assessment,

development, and implementation - which not only give you peace of mind, but also help protect you from large fines, corporate espionage, or worse. Reliable, secure, and flexible service options are what Iron Mountain Secure Shredding is all about.

SPECIAL PROJECT SERVICES

Iron Mountain's Special Project teams can help you manage your records management programme more effectively through a variety of classification, destruction and relocation projects. We can conduct periodic purges of your on-site files to assist you in gaining better control of your programme and lowering costs. We provide inventory clean-ups, indexing, migration from active to inactive, and disposal. We can evaluate your file rooms, basements, storage cabinets and help you to intelligently "decide and dispose" of records based on your records retention rules.

Individual Listing. Do you need to index individual files within your boxes? Our Individual Listing Service documents and indexes the content of your files on a forward or backward facing scheme. The end result: greater inventory control, individual file retrieval and enhanced tracking.

Pack and Prep. Do you have a room of file cabinets that you need to move off-site? We can pack your cabinets into boxes, complete the transmittal forms and transfer the boxes to an Iron Mountain location for storage and individual listing.

Purges. Do you have a file room that has surpassed its capacity? We can purge your files by pick-list, year tab or complete a bulk relocation of files.

Inventory Cleanup. Do you have inconsistent, outdated or non-existent classifications for your records? Are your destruction dates based on recent legal counsel? If you are not sure, you are probably spending excessive time and labour looking for unnecessary documents. Iron Mountain can assist with a master inventory clean-up now, and maintenance updates later.

Audit Support. Do you need to audit a large number of boxes for an upcoming investigation? To save space, we can provide an audit review room and trained personnel to assist you with viewing large quantities of your inventory.

DIGITAL ARCHIVES

Our Web-based service provides you with a cost-effective solution for the supervision and retention of electronic messages, images and computer output. Our Digital Archives service helps you comply with electronic information retention regulations, proactively prepare for e-discovery requests, and reduce your e-mail storage costs and administration headaches.

OFF-SITE DATA PROTECTION

We customise our pickup, delivery and tape rotation schedules around your needs. So, if disaster strikes, you can restore your data immediately.

PC AND SERVER DATA PROTECTION

By using Iron Mountain's online backup and recovery services for server and PC data, you can continuously and safely transmit your critical data to one of our secure locations. Our Web-based interface facilitates data access and policy management.

The Iron Mountain Difference

No other company has the breadth and depth of experience, expertise, and services to help you achieve records management compliance, manage legal and security risks, and reduce compliance and discovery costs.

INDUSTRY LEADERSHIP

We are the market leader in Records Management, Data Protection and Secure Shredding, serving over 100,000 clients.

EXPERIENCE

For over 50 years, we have been dedicated to meeting the records and information management needs of companies around the world.

EXPERTISE

We have certified experts and tenured industry professionals in all areas of records and information management that can help you implement industry best practices.

RESPONSIVE SERVICE

Over 40% of our new customers come from customer referrals. Expert consultants, friendly and knowledgeable customer service representatives, experienced account managers, around-the-clock technical support, and courteous drivers are just a few of the hundreds at your service—every day.

Since 1951, Iron Mountain has been the partner that thousands of companies trust to store, manage, and protect records, media, and electronic data in any format for any length of time.



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Iron Mountain operates in major markets worldwide, serving thousands of customers throughout the UK & Ireland, Europe, North America, Latin America and Asia Pacific. For more information, visit our website at www.ironmountain.co.uk

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