

Records Management Workflow Consulting



Making your information work for you

A specialist in records management, Iron Mountain has a unique track record of expertise built up over 50 years of working with the world's leading companies and government organisations.

Iron Mountain has spearheaded the development of the global records management industry by developing a suite of product offerings to meet customers' evolving challenges.

Our consultancy capability covers all major industries, and includes both paper and electronic information.

"Records Management has now moved from the back room to the board room."



HOW CAN I IMPROVE INFORMATION FLOW IN MY BUSINESS?

Iron Mountain's consultants analyse the information and processes used in your business to determine how best to improve the overall management and workflow of information. Identifying and re-engineering areas where information and processes do not support one another to achieve a service level agreement, for example, can result in significant efficiency gains.

HOW CAN I TAKE CONTROL OF MY RECORDS?

Iron Mountain considers the entire information life cycle for all paper and electronic records, recommending solutions to best capture, store, manage and handle information. Iron Mountain can deploy records management processes such as document registry and project document control that will eliminate the problems of poorly referenced and controlled documentation.

HOW CAN I BETTER LEVERAGE INFORMATION AS A RESOURCE?

Improving the visibility and accessibility of information within a business is the key to leveraging records based information as a resource within your organisation. Iron Mountain assesses records management needs to determine programme requirements, and offers a full range of solutions to meet them.

HOW CAN I MANAGE ELECTRONIC RECORDS MORE EFFICIENTLY?

Recognising the challenge of preserving difficult to control electronic records that require the same retention criteria as paper records, Iron Mountain is experienced in conducting electronic systems surveys to prepare for an Electronic Document and Records Management System (EDRM).

HOW CAN I REDUCE OVERHEADS?

Iron Mountain can turn fixed overheads into variable costs if organisations decide to outsource records management. Iron Mountain is experienced in managing Transfer of Undertakings Protection of Employment (TUPE) arrangements and its track record of integrating records management staff, facilities and systems in this area is unparalleled.

HOW CAN I BETTER FOCUS ON MY CORE BUSINESS?

Iron Mountain are records management specialists, fully skilled in records centre Facilities Management (FM). Iron Mountain can take over any non core information process activity involving systems or people to increase efficiency and reduce storage and management costs. This can be through an FM arrangement by managing your site or by providing skilled records management staff to work on your site.

HOW CAN I ENSURE REGULATORY COMPLIANCE?

Iron Mountain has specialised knowledge of the compliance requirements of highly regulated industries such as financial services and public sector. Our records management workflow expertise is routinely employed to ensure compliance for our clients in all of these sectors, and helps them to reduce business risk and liability.

HOW CAN I REDUCE THE RISK OF LITIGATION?

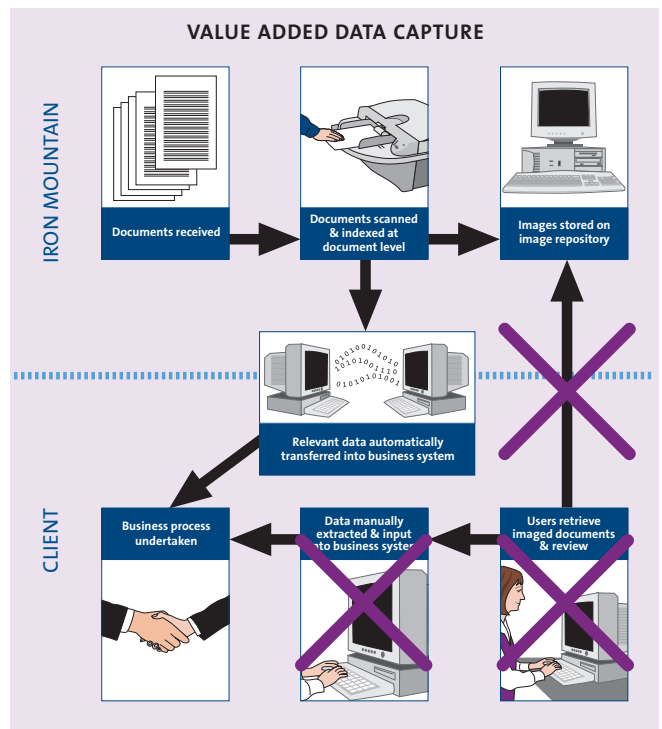
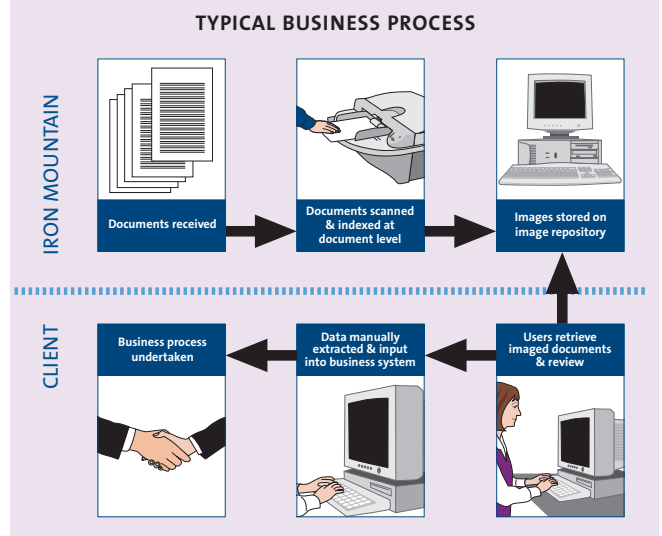
Poor records classification and database utilisation within a document registry can leave you exposed to litigation. Legally credible retention schedules can be applied to existing records to help safeguard your company's reputation.

ABOUT IRON MOUNTAIN

Iron Mountain is the world's leading provider of outsourced records and information management services. The company's mission is to protect its customers' information and through the provision of efficient information workflows and technologies, to enable them to achieve compliant information management.

Iron Mountain offers records management services for both physical and digital media, disaster recovery support services, document process outsourcing services and consulting – services that help businesses drive efficiencies and manage risks associated with legal and regulatory compliance, protection of vital information, and business continuity challenges.

Business improvement through imaging and data capture



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Iron Mountain operates in major markets worldwide, serving thousands of customers throughout the UK, Europe, U.S, Canada and Latin America.

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