

RULE YOUR INFORMATION



INDUSTRY FACT:

60% of organizations have trouble locating their physical records, and 65% are unable to classify user-created electronic content.

– Source: Iron Mountain. “Compliance Benchmark Report.” 2012.

BUSINESS CHALLENGE

Physical and electronic records are instrumental in supporting your organization’s day-to-day operations – and enabling its long-term goals. But as information grows in both volume and diversity, the difficulty of managing these records often undermines their inherent value.

When your information management processes must span formats, content repositories and storage locations, your ability to properly classify records and monitor policies may be less than ideal. But without this oversight, knowing what resides where, and how long it should be kept, becomes all but impossible. As a result, you’ll be forced to manage too much information – making it that much more difficult and costly for you to consistently produce what’s required for business, operational or regulatory purposes.

WHAT IF YOU COULD...

- ✓ Locate the information you need, regardless of format, without delay?
- ✓ Create and communicate comprehensive information management policies in a single application – and monitor them to ensure enterprise-wide adoption and adherence?
- ✓ Reduce the amount of money you spend managing physical and electronic records?
- ✓ Implement a unified system of record across multiple formats and locations?

RULE YOUR INFORMATION

The Iron Mountain® Records and Information Management 360° Solution provides unified records management for the enterprise, allowing you to follow a consistent methodology for classifying physical and electronic records, building and auditing policies and enforcing retention guidelines. By leveraging our proven capabilities and best practices, you’ll be able to:

- **Organize everything.** Establish a unified system of record that spans information in physical and electronic formats – as well as your storage locations.
- **Access anything.** Break down the silos separating records, so you can access what you need, the moment you need it, from any location.
- **Apply your policies.** Create and implement retention guidelines that make it easy to keep only what’s required for business, operational or compliance purposes.

The Iron Mountain® Records and Information Management 360° Solution

helps you seamlessly organize everything, access anything and apply your policies across all of your records – managing both physical and electronic content by extending the native functionality of Microsoft® SharePoint® Server with Iron Mountain Accutrac® 360° for SharePoint.



ORGANIZE EVERYTHING

Accutrac 360° for SharePoint leverages GimmalSoft® Unified Records Management software – built on SharePoint – to make SharePoint a unified interface for managing the lifecycle of your information. This integration gives you centralized visibility and control across formats and repositories. Plus, you'll have the ability to automatically assign metadata to your records and classify content using predefined profiles, helping you standardize across locations and formats and eliminate risk and inconsistencies.

ACCESS ANYTHING

Making SharePoint the unified, enterprise-wide system of record for all physical and electronic information eliminates the need to manage multiple repositories and storage locations – helping you access what you need, when it's

required. You'll be supported by targeted, multi-format searches that align with your business needs, providing consistent access and policy management across physical and electronic repositories.

APPLY YOUR POLICIES

You'll have the flexibility to create and enforce standardized retention policies for all of your physical and electronic records, helping you differentiate between what must be kept and what is eligible for destruction. This way, you can easily initiate disposal for any record at the end of its retention period following an automated, auditable process. Finally, should a record be required during a legal matter, you can quickly suspend destruction via "once and done" holds that are set in SharePoint and automatically extend to records in all formats and locations.

ABOUT IRON MOUNTAIN. Iron Mountain Incorporated (NYSE: IRM) provides information management services that help organizations lower the costs, risks and inefficiencies of managing their physical and digital data. Founded in 1951, Iron Mountain manages billions of information assets, including backup and archival data, electronic records, document imaging, business records, secure shredding, and more, for organizations around the world. Visit the company Web site at www.ironmountain.com for more information.

+ WHAT YOU GAIN...

- ✓ The ability to find what you need, when you need it, no matter the format
- ✓ The peace of mind that comes from information management policies that are easy to apply and enforce across formats, repositories, locations and departments
- ✓ The ability to reduce the ongoing costs – and unexpected expenses – of information management
- ✓ The simplicity that comes from managing all information in a common, familiar, unified system

Accutrac 360° for
SharePoint delivers
unified visibility and
control over content in
both physical and
electronic repositories,
directly in the SharePoint
user interface.

