IRON MOUNTAIN®

MORTGAGE & LOAN SOLUTIONS

BUSINESS CHALLENGE

BE | **effective**
efficient
less expensive

IRON MOUNTAIN IMAGE ON DEMAND™ SERVICE

You're moving toward a digital information environment but paper records continue to be an important part of your information workflows and archives. You would love to have a full conversion of your paper and film based information (e.g. microfilm, microfiche and aperture cards) to digital but 100% conversion of all of those materials may not be a cost-efficient practice.

WHAT THIS MEANS TO YOU:

You continue to struggle with the challenges of paper based information, challenges that include difficulty finding the information you need when you need it, limitations to your ability to securely share information with others, business process and workflow bottlenecks, increased risk associated with information security and privacy, and more. You know 'the drill' as well as we do. If you have information that is film-based, you have the added headache of storing and maintaining the equipment needed to view the information.

WHAT IF YOU COULD:

> Have the information that you need rapidly available to you in digital form, regardless of the format that it has been stored in?

> Get fast, easy and 'green' retrieval of the paper and film-based information that you have stored off-site?

> Maintain a less expensive process for digitizing your paper and film based information by using a 'pay as you go' service that requires no capital investment?

Image on Demand is both an alternative document delivery service for retrieval of information from box or open-shelf storage, as well as a 'pay as you go' method for converting paper or film based information to a digital format over time, as it is needed. The process begins when you request paper documents or pieces of film to be imaged, with the digital information provided to you. The Iron Mountain team retrieves, prepares and scans the material. Specialized scanners are used to convert information on film and in bound books to digital images. The scanned information is indexed, inspected for quality, encrypted for security and sent over a secure connection to a specified repository of your own, or to Iron Mountain's Digital Record Center for your use.

WITH IMAGE ON DEMAND SERVICE YOU'LL BE ABLE TO:

> Be more effective by sharing information with those who need it while ensuring that information security and privacy are maintained.

> Be more efficient by having the information that you need available to you in digital form.

> Reduce your cost of converting physical information to digital by utilizing a 'pay as you go' model.

COMPLEMENTARY SERVICES

With Iron Mountain's Records Storage you'll secure and protect your valuable physical records and documents and wrap a records management program around them. Our 'Underground' facility in Boyers, Pennsylvania provides customized, climate-controlled conditions of constant temperature and relative humidity for media based information, including microfiche and microfilm.

Iron Mountain Connect™ is an online customer hub that helps you manage your information. With this tool, you place orders, run activity reports and access your inventory data – anytime from anywhere.

The Iron Mountain® Digital Record Center® is a hosted content repository for the digital files that we create from your paper documents. You, and authorized users will be able to search and retrieve what you need 24/7, from wherever you choose.

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