IRON MOUNTAIN®

MOVING YOUR FILE ROOM OFFSITE FREES UP REAL ESTATE, DELIVERS COST SAVINGS, IMPROVES PRODUCTIVITY AND REDUCES OVERALL RISKS TO YOUR ORGANIZATION.

FILE ROOM SOLUTION

OFFLOAD THE MANAGEMENT OF YOUR FILE ROOMS BY LEVERAGING IRON MOUNTAIN'S EXPERTISE, INFRASTRUCTURE AND EXPERIENCED STAFF.

You need regular access to certain files and records. But managing an ever-growing number of documents in local file rooms consumes valuable storage space, overburdens staff and leaves your organization at risk of information loss and compliance violations. And as your organization transitions to a more digital way of working, you need to re-think your file room strategy.

Iron Mountain® Open Shelf File Storage solution replicates your file room in a secure, offsite storage environment. Whether you chose to relocate all your documents or just a select few, you'll rest assured knowing your files are stored on specialized racking in our secure and compliant Record Centers. Records are managed according to your filing system—with retrievals, refiles and interfiles performed by our expert staff.

KEY FEATURES

Open Shelf File Storage solution contains all the elements you need to manage your active files and records:

LEVERAGE IRON MOUNTAIN'S NETWORK OF FACILITIES

Choose from a variety of locations and facility options to safeguard your files with advanced environmental, security and access controls. Our facilities are built in accordance with the most stringent regulatory standards and are staffed with vetted Iron Mountain employees that are trained to follow compliant processes.

CONSOLIDATE RECORDS IN ONE PLACE

Whether your files are stored on open shelves for fast access or in boxes for long-term storage, they can be centrally stored, organized and indexed. You will have a unified view to all of your records stored at Iron Mountain facilities with the Iron Mountain Connect™ Records Management application.

OFF-LOAD FILE MAINTENANCE OPERATIONS AND STAFFING

Iron Mountain can replicate your current file room operation and follow your processes for labeling, coding, interfiling, drop filing and request fulfillment. All information management activities are performed by a dedicated staff provided by Iron Mountain.

PURPOSE-BUILT OPEN-SHELF STORAGE

Accommodates a wide variety of file formats and allows for retention management of in-process files awaiting a retention event—while allowing for easy access to add trailing documents.

IRON MOUNTAIN CONNECT™ RECORDS MANAGEMENT APPLICATION

24/7/365 online access to all record inventories.

CUSTOMIZED SERVICE-LEVEL AGREEMENTS

Service agreements can be designed to meet your organization's needs according to time sensitivity and distance to your location.

BENEFITS

> Seamless extension or relocation of your file room(s)

> Reclaim valuable office space

> Open Shelf storage allows for the retention management of active records

> Can maintain files according to your filing system; for example terminal digit filing

> Flexible billing options allow for activity / volume–based pricing or a fixed program fee.

> Records Management software to manage your file room programs

> Comply with regulatory requirements

> Protect files from environmental damage, loss or theft

> Continue vital business operations in the event of a disaster

LEVERAGE ADDITIONAL IRON MOUNTAIN SERVICES

INVENTORY RELOCATION SERVICES

Iron Mountain specialists can purge, pack and provide point-to-point transfer of files from your open shelf filing system to open shelf racking in Iron Mountain Record Centers.

IMAGE ON DEMAND™ SERVICE

Scan documents to facilitate speedy delivery and enable historical information to be integrated with Electronic Content Management systems. Scanning can also help reduce the cost and potential risk of transportation.

SECURE DESTRUCTION OF RECORDS

Ensures certified destruction of records.

EHANCE YOUR FOCUS WITH EXPERT STAFFING

Focus more on your core business by taking advantage of Iron Mountain's Onsite Staffing Services. Our screened, experienced Records Management professionals are available to support your file room and corporate record center operations. With years of experience in best practices, policy management and consistent implementation, our staffing services can help you achieve a compliant and cost effective program.

OFFSITE DOESN'T MEAN OFFLINE

The Iron Mountain Connect™ Records Management application provides online management of file metadata, searching, tracking and processing of service requests. With just a few clicks, you can search through your offsite inventory, locate what's required to satisfy an internal or external request and arrange for it to be quickly scanned or delivered by one of our vetted and trained employees. You'll free-up valuable real estate and staff—without sacrificing visibility and rapid access to high-activity files.

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USRM-SB-091317A