

Imaging & Data Capture Solutions

Making your information work for you

Iron Mountain imaging and data capture solutions offer major cost and time savings in information processing and management.

The real value of an electronic image lies in its content rather than the image itself. Capturing this content as live data for direct use in your business systems, enables you to realise fully the value of the information you receive and manage. Iron Mountain provides solutions for capturing, storing, managing and handling images, and has expertise in extracting data from the image to fit within the context of your business process.

HOW DO I GET INSTANT ACCESS TO INFORMATION SO IT CAN BE DELIVERED QUICKLY WITHIN MY ORGANISATION?

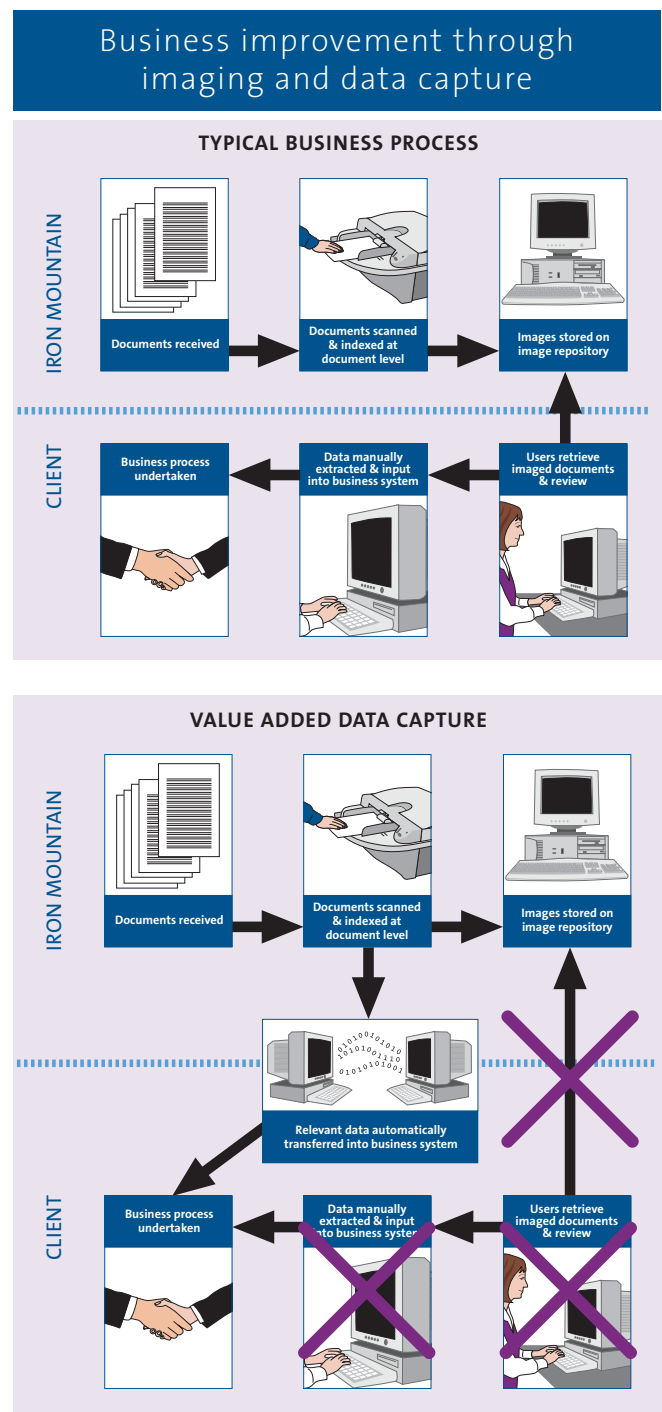
By understanding how the information contained in a document drives your subsequent business processes, Iron Mountain can streamline the importing of the document's data into your business systems. This reduces delays caused by retrieving hardcopy records or the loading of scanned images by your staff, and the manual inputting of information from an image or file into your business system.

HOW DO I GAIN VALUE FROM DATA CAPTURE COSTS?

A combination of Optical Character Recognition (OCR) (printed), Intelligent Character Recognition (ICR) (handwriting), Optical Mark Recognition (OMR) (tick boxes) and key from image technology is used to ensure the most efficient method of data capture. State of the art OCR technologies minimise the costs, errors and delays of manual keying. Utilising this technology can result in significant cost savings.

Historically, imaging has been used to mirror a paper record referencing environment – information has been captured against an image to enable it's retrieval later for use in a business process.

Now, Iron Mountain scanning technology enables full text indexing within structured and unstructured formats. This can be linked with workflows to automatically import document content into the business system. The result is a significant reduction in the need for staff to retrieve images, review content and input data manually.



HOW DO I AVOID WASTING MONEY ON UNNECESSARY ARCHIVING?

Because we understand information flows and how these drive your business, we can implement tailored information management solutions for all your records and archived data. Inactive hardcopy records that are retained for legal purposes do not require conversion and data capture unless they need to be used later. It is highly likely that the key data from these files has already been extracted from these documents and exists within the relevant core business systems. In these cases, we will store the archival records in one of our Record Centres and capture data when required using image on demand services. We can advise clients which records are best converted and which should be retained in paper format.

HOW DO I SHARE INFORMATION WITH OTHER USERS TO ACHIEVE DUAL DISCLOSURE?

As well as providing structured data extraction, we continue to work with our clients to implement Records Management controls at individual document level. Our ability to provide secure storage in both hard and soft formats, enables us to provide you with a managed approach to the sharing of documents. For example we work with our Public Sector clients to assign document rules for both hard and softcopy records under the Freedom of Information Act (FOIA). Our storage solutions then enable us to action FOIA requests on behalf of our clients and ensure the quick and efficient sharing of approved documents to multiple authorised parties in various formats.

HOW CAN I BE SURE THAT IMAGES WILL BE LEGALLY ADMISSIBLE?

Iron Mountain scanning services meet BIP0008:2004 standards for legal admissibility. Our project managers work with our operational staff and clients to ensure that the adopted processes are fully auditable and conform to guidelines set out in the British Standard Compliance Book.

HOW DO I REDUCE INEFFICIENT AND EXPENSIVE, PAPER INTENSIVE WORKFLOW PROCESSES?

Imaging and data capture can streamline many internal business processes. This cuts costs and saves time following the initial receipt of the document that drives that process. Combining Iron Mountain's Imaging and Data Capture capabilities can therefore help an organisation to improve efficiency and in turn provide a better service to its clients.

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.



Iron Mountain operates in major markets worldwide, serving thousands of customers throughout the UK, Europe, U.S, Canada and Latin America. For more information, visit our website at www.ironmountain.co.uk

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