

DOCUMENT MANAGEMENT SOLUTIONS



Bridging the gap between physical and digital data

Cost-effective data retrieval for enhanced business efficiency

Fast and reliable access to essential documents is critical to business success, yet many companies encounter problems archiving both physical and electronic records. Cost is an important factor in this type of initiative, but by enabling cost-effective access to their records at any time, organisations can substantially reduce operational inefficiencies.

Companies must resolve a number of costly challenges if they want to put an efficient, cost effective document management programme in place. Frequently, these challenges include a hybrid storage environment mixing paper-based and electronic records, active and rarely accessed documents, plus customer-based and off-site storage with multiple vendors.

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THE DOCUMENT MANAGEMENT DILEMMA

The average organisation loses one out of every 20 documents, spends 25 hours recreating each document, and £70 in labour searching for each misfiled document.

Yet recent European research amongst financial and professional services companies shows that they consider nearly half their total number of documents to be active, and they store 83% of these active documents on-site. The most common justification for on-site storage is the perception that it offers quicker and easier access and better control.



A COMPREHENSIVE AND INTEGRATED SOLUTION

Iron Mountain combines physical storage, intelligent conversion and digital storage of your active documents. Rather than scanning all documents, which is costly – and often unnecessary – customers can outsource a complete document library to us, and request specific documents on demand when they are needed. These documents are quickly retrieved, scanned and made available within hours.

This ‘pay as you go’ service minimises costs by digitising only the requested documents and storing them in a hosted archive if required.

Our professional document management systems enable you to stay in control of your documents, whilst efficient document management processes allow you to access your documents quickly and easily.

OUTSOURCING STORAGE IN PAPER AND ELECTRONIC FORMATS

Managing information is all about providing secure access to a seamless flow of integrated information – wherever it resides, and in whatever form. Our specialist expertise enables you to create greater value from your existing assets, increase your productivity, lower costs and speed time to market.

REDUCING DOCUMENT MANAGEMENT COSTS.

We analyse your information assets and work with you to determine which documents need to be scanned and electronically stored, and which ones can best be kept as paper. We can also store both physical and digital documents, allowing you to manage them online.

EFFECTIVE TRACKING OF INTERNALLY MANAGED DOCUMENTS

Companies are justifiably concerned when they cannot track the movement and location of their internally managed documents.

Our document management experts can help structure your internal document management system, handle all internally and externally stored records and add, search and retrieve documents on a daily basis to ensure compliance with your document management policies.

Our in-house document tracking software is the ideal tool to identify a document’s location at any time, so loss of information becomes highly unlikely – rather than a daily risk.



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DIFFERENT USERS AT DIFFERENT LOCATIONS

Converting paper documents into electronic format and storing them in an electronic archive allows users remote access to their vital documents at any time and from any location. In order to address the different requirements for document imaging, Iron Mountain has introduced the Digital Record Centre, a repository for the storage and retrieval of electronic documents.

TAILORED DOCUMENT MANAGEMENT SOLUTIONS

Iron Mountain understands that every customer has different requirements and ideas about how to manage their documents. By piloting a new solution in a small business environment we can find out whether a solution works well with your company's culture and policies. This way you limit the risk of making a major investment without a guarantee of success.

YOUR TRUSTED BUSINESS PARTNER

Choose Iron Mountain as your preferred vendor to perform all of your organisation's active document management requirements.

- Concentrate your employees' time on your core business. Iron Mountain can provide document management experts to support you
- Outsource the storage and management of your active records to Iron Mountain and you can significantly reduce your document management costs
- Converting paper documents into electronic records and storing them in an Iron Mountain hosted archive gives your users remote access to their documents at any time

ABOUT IRON MOUNTAIN

Iron Mountain Europe is a subsidiary of Iron Mountain Incorporated (NYSE:IRM), the global leader in information protection and storage services. Iron Mountain Europe services 56 markets within 18 countries across Europe. For further information, visit: www.ironmountain.co.uk

Iron Mountain helps organisations around the world reduce the costs and risks associated with information protection and storage. The company offers comprehensive records management and data protection solutions, along with the expertise and experience to address complex information challenges such as rising storage costs, litigation, regulatory compliance and disaster recovery. Founded in 1951, Iron Mountain is a trusted partner to more than 100,000 corporate clients throughout North America, Europe, Latin America and the Pacific Rim. The company currently employs more than 18,000 staff worldwide and generated sales of \$2.4 billion in 2006.

We can help you make your
information work for you

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

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