



## INDUSTRY

Construction

## CHALLENGE

Optimise and standardise archive processes at least cost

## SOLUTION

Off-site records management of less-used files

## VALUE

- Enhanced compliance with consistent, sustainable approach
- Process integration improves transparency and efficiency
- Cost advantage enabled by two-year ROI

## CASE STUDY

### BOUYGUES CONSTRUCTION

## A WIN-WIN PARTNERSHIP BETWEEN BOUYGUES CONSTRUCTION AND IRON MOUNTAIN

### EFFICIENT RECORDS MANAGEMENT AIDS SUSTAINABILITY

As a construction leader active in 80 countries, Bouygues Construction designs, builds and operates buildings and infrastructure. Flagship projects include the Stade Vélodrome in Marseille, the French Defence Ministry, the Paris Courthouse, and the Port of Miami Tunnel in Florida.

A leader in sustainable development, the company's vision puts the environment high on its priorities. That extends to management of physical archives. To meet regulatory compliance, it has to retain a wide variety of documents. Examples include financial records, customer contracts and construction drawings.

Franck Astolfi, Head of Records Management at Bouygues Construction, explains: "My department deals with records having storage periods varying from twelve months to eternity. Our challenge is to retain things for the right periods of time in the most efficient way." Regularly consulted files are kept on-premise, while a number of inactive files are stored off-site.



A long-term Iron Mountain® customer, Bouygues Construction recently renewed its contract. "We've found Iron Mountain to be very competitive and it provides an excellent service," says Franck Astolfi.

### FULLY-INTEGRATED, SAFE AND SECURE STORAGE

Iron Mountain provides a safe and secure off-site storage, underpinned by a standardised process for physical archives across France.

A specially-developed document management system integrates the Iron Mountain environment with the company's in-house records management application. That matches Bouygues Construction file references with the Iron Mountain record number, enabling orders for file retrieval or placement to be submitted electronically through a secure portal that also provides an integrated view of inventory. Over the past four years, around 66,000 boxes of files that would occupy some 33 kilometres of shelves in the central office have been entrusted to Iron Mountain. That grows by between five and eight thousand boxes each year.

“WHEN I SEARCH FOR A DOCUMENT I KNOW IMMEDIATELY IF THE REFERENCE IS AT OUR OFFICE OR AT IRON MOUNTAIN, IT’S TOTALLY TRANSPARENT.”

**Franck Astolfi**  
Head of Records Management  
Bouygues Construction

## ACCOMMODATION SAVINGS AND PROVEN COST ADVANTAGES

Documents are normally retrieved from store and transported to the requestor within 24 or 48 hours. For more urgent requirements, Iron Mountain offers image-on-demand services. Documents are ordered via the secure Iron Mountain Connect portal. Once the required document is scanned, the electronic image is available for download via the portal. This accelerates file access and helps improve efficiency.

Moving files off-site can free up valuable accommodation and space and offer substantial cost advantages. Franck confirms: “We calculate that moving and storing files off-site with Iron Mountain pays back within two years. When you consider most of our files are kept for up to 30 years, external archiving can save us a lot of money.”

## GLOBAL CONTRACT BUILDS ON GREAT RELATIONSHIP

The long-term partnership with Iron Mountain has delivered economies of scale and helped standardise the archiving process for Bouygues Construction, substantially reducing cost, improving efficiency and simplifying compliance, while preserving information security. The latest contract is global, making Iron Mountain a recommended service provider for company subsidiaries in France and the rest of the world.

Some businesses have already taken advantage of the attractive preferential terms and process standardisation on offer. Recent transitions include 2,500 boxes of files from the Brézillon business in France as well as the global files from a Guadalupe subsidiary specialising in power management.

“With Iron Mountain we have total visibility of our files with confidence that we can retrieve our documents whenever we need them,” concludes Franck. “The close relationship with our account manager really makes the difference. He always keeps in touch and is quick to respond to any request.”

“WE CALCULATE THAT MOVING FILES AND STORING OFF-SITE WITH IRON MOUNTAIN PAYS BACK WITHIN TWO YEARS”

**Franck Astolfi**  
Head of Records Management  
Bouygues Construction

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### ABOUT IRON MOUNTAIN

Iron Mountain operates in major markets worldwide, serving thousands of customers throughout the UK, Europe, US, Canada, Asia Pacific and Latin America. For more information, visit our website at [www.ironmountain.co.uk](http://www.ironmountain.co.uk) or at [www.ironmountain.ie](http://www.ironmountain.ie)

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