

## INDUSTRY

Government Agency

## CHALLENGE

Due to an office relocation, NTC required professional assistance in the uplift and high level indexing of various records. Records required secure storage to reduce risk.

## SOLUTIONS

- Records Management
- Secure Shredding

## VALUE

- Secure Document Transport
- Cataloguing & Indexing
- Secure Records Storage
- Secure Destruction

## CASE STUDY

# NATIONAL TRANSPORT COMMISSION

---

An office relocation created the challenge of implementing an offsite storage solution including high level cataloguing and data entry requirements to comply with the relevant State legislation. Iron Mountain stepped in with a tailored, timely, and fit for size solution.

## CUSTOMER PROFILE

The National Transport Commission (NTC) is an independent advisory body that works to assist Government in decision making on transport policy, regulation and related matters.

It provides evidence based, unbiased advice on policy and reforms to improve the productivity, safety and environmental outcomes of the Australian surface transport system.

## THE CHALLENGE

NTC had a specified timeline to complete an office relocation with documents in various locations throughout the existing building including storerooms, book shelves and a large file compactor housing thousands of files.

Exact compliance and regulatory issues determined that all documents required a high level of cataloguing and data entry.

The successful relocation of their offices required skilled, professional assistance.

## THE SOLUTION

Iron Mountain proposed a systematic removal of documents using a security-screened, trained and experienced Iron Mountain team. This ensured minimal disruption to NTC's operations.

The packed and boxed records were transported by Iron Mountain couriers to the Iron Mountain Information Centres where cataloguing and indexing was completed to NTC requirements. Once catalogued and indexed, this information was uploaded to the Iron Mountain Records Management Portal. In their new offices, NTC would have secure access to all documents at their fingertips.



A designated Iron Mountain project manager co-ordinated the project and was a central point of contact for all NTC stakeholders. This streamlined the implementation and kept the project on schedule.

Iron Mountain also provided Secure Destruction containers so that all sensitive material could be securely destroyed.

## THE RESULTS

NTC's office relocation was successfully completed within the agreed timeframe and budget expectations. There was minimal disruption to core operations during the project.

The records carried sensitive information. Security was well-managed by Iron Mountain's security-cleared staff. As required by Victorian legislation, Iron Mountain is an Approved Public Record Office Storage Supplier (APROSS) with the credentials to ensure secure transportation and storage.

With the records now available on-demand through Iron Mountain's online portal, NTC is assured of enhanced compliance and security.

The solution provided by Iron Mountain delivered operational efficiencies to NTC. By providing the manpower required for the relocation, Iron Mountain ensured minimal impact on the day-to-day duties of NTC's staff. The expertise of the Iron Mountain team in handling metadata ensured the correct cataloguing of the records. Storage at an Iron Mountain Information Centre delivers savings relative to the cost per square metre of office space, an overhead economy gained through this project.

With the implementation of the Secure Destruction Service, NTC can now dispose of sensitive information as required. This service also provides Sustainability Reporting, which will enable NTC to manage and increase its Green Environmental Footprint (energy saved, water saved, greenhouse gases reduced and landfill prevented).

"The Iron Mountain solution is a practical and efficient way for NTC to manage its legacy hardcopy records and a first step to digitising records of value in the future. Iron Mountain were great to work with and met a high service standard throughout the project. "

---

- Graham Giannini  
Chief Corporate Officer  
National Transport Commission

---

1300 IRON MTN | [IRONMTN.COM.AU](http://IRONMTN.COM.AU)

### ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM; ASX: INM) provides information management services that help organisations lower the costs, risks and inefficiencies of managing their physical and digital data. Founded in 1951, Iron Mountain manages billions of information assets, including backup and archival data, electronic records, document imaging, business records, secure shredding, and more, for organisations around the world. Visit the company website at [www.ironmtn.com.au](http://www.ironmtn.com.au) for more information.