IRON MOUNTAIN®

IRON MOUNTAIN® DIGITAL RETRIEVAL SERVICE

BUSINESS CHALLENGE

In light of a growing mobile workforce and increasing regulatory pressure, companies like yours need to address complex information requirements. You have physical files that are stored offsite in an Iron Mountain Records Centre that you need to access to maintain business continuity. You need a way for your team to access the information in your files and boxes while they work remotely and are unable to receive physical deliveries.

WHAT IF YOU COULD:

> Get fast, easy and 'green' retrieval of the paper records that you have stored off-site?

> Enable your remote workforce to have rapid access to the information they need in a digital form?

> Securely access your critical records to help you make better informed decisions and streamline your processes?

HOW IT WORKS

Iron Mountain Digital Retrieval Service is a subscription service for customers looking to digitise high volumes of their physical records currently stored in Iron Mountain Records Management Centres. The solution provides you secure digital access to business critical documents, wherever and whenever you need it.

When you log into Iron Mountain Connect™, our web-based customer hub, you can request to have your paper documents to be imaged from among the physical documents you have stored with us. Iron Mountain retrieves your documents then scans, indexes and ensures quality control to meet your document conversion requirements.

Leveraging optical character recognition (OCR) technology through Google Cloud Vision API, the contents of your documents are completely searchable by text or index, available for many file types and in 50+ languages. Once your documents are digitised, we return the physical documents to a secure storage location.

You can securely store, search and access your newly digitised records in our modern, secure cloud storage repository, Iron Mountain InSight® Essential Edition. Digital documents stored in other repositories can also be ingested to have all of your documents together for centralised visibility and access. Your electronic information will be encrypted at rest, and during transmission across a secure network with access restricted by encryption keys that you own and manage. Role-based permissions enable authorised users to access only the information that they need, wherever and whenever they need it.

SOLUTION BENEFITS

> Enable secure, collaborative access to your information.

> Easily and quickly search for critical documents from one central, secure location.

> Manage predictable costs through a subscription service.

> Utilise our 65+ years of experience protecting customers' information security and privacy.

> For advanced machine learning and analytics capabilities, you have the option to upgrade to **Iron Mountain InSight® Enterprise Edition,** part of the same platform where your digitised records are stored.

COMPLEMENTARY SERVICES

With Iron Mountain's **Records Storage** you'll secure and protect your valuable physical records and documents and wrap a records management program around them.

Iron Mountain Connect™ is an online customer hub that helps you manage your information. With this tool, you place orders, run activity reports and access your inventory data - anytime from anywhere.

Iron Mountain's **Image on Demand** is an alternative document delivery service for converting low volumes of paper or film based information to a digital format over time, as it is needed.

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