

# Automate records management

Iron Mountain Human Resources

## Challenge

Managing the abundance of paper records generated by human resources (HR) functions is a labor-intensive and error-prone process that can create compliance risks and take time away from more strategic activities. This responsibility has only become more complex as organizations add new employees and new locations; support more hybrid, remote, and distributed workstyles; and work to comply with evolving data privacy regulations.

## Impact

Recognizing that people are their most valuable resource, CEOs and governing boards look to HR leaders to drive competitive advantage through world-class employee experiences. But 73% of HR leaders say their work is more administrative and process focused than strategic, with 83% saying a lack of the right technology is a challenge.<sup>1</sup>

Attracting and retaining top talent is one of HR's most strategic functions. Three-quarters of employees who are allowed to work when and where they choose are more productive than their onsite counterparts, and 46% report higher job satisfaction.<sup>2</sup>

HR needs to help the business enable remote work to drive employee satisfaction that leads to competitive advantage.

In addition, HR is charged with protecting some of an organization's most sensitive private information, so data privacy, security, and compliance are critical. Yet, managing paper and electronic records in separate workflows impedes transparency and auditability while complicating data security. And a single data breach can cost \$9 million,<sup>3</sup> and noncompliance more than \$14 million.<sup>4</sup>



## Industry fact

90% of business leaders believe that using technology to improve work outcomes and team performance is important or very important.

[Society for Human Resources Management](#)



## What if you could

Whether you want to increase your strategic value to the business, deliver exceptional employee experiences, improve security and compliance—or all three—automating records management with Iron Mountain Human Resources can help you overcome your challenges, to:

- › Stop managing paper and start adding value.
- › Better support and connect with hybrid, remote, mobile, and distributed workers.
- › Improve your data privacy, security, and compliance capabilities.

## Iron Mountain Human Resources

You can trust Iron Mountain, a global business dedicated to the storage, protection, and management of information and assets, to provide an enterprise content management (ECM) system that meets the needs of HR. With Human Resources, our experts can help you:

- › **Digitize paper documents:** You can digitize your own physical records, or Iron Mountain can do it for you. Optical character

recognition (OCR) extracts contents to make it easily searchable. Iron Mountain offers low-code/no-code capabilities, so you can further tailor automated workflows to your specific needs for faster, more accurate results.

- › **Connect data across platforms:** Integrate with existing HR systems so you can connect data across platforms and break down silos.
- › **Enable anytime, anywhere access:** HR professionals and workers can easily search and access documents on our secure ECM services platform via a single web-based portal.
- › **Protect your business:** Auditable chain of custody, secure storage, data encryption, access restriction, and role-based permissions keep data safe. Our content platform complies with industry standards and provides auditing, tracking, and reporting capabilities to help you respond to requests in a timely fashion.
- › **Manage the entire lifecycle:** Iron Mountain can dispose of your physical records by securely storing or shredding them or returning them to you.

The results will have a significant impact on your day-to-day operations, helping you:

- › **Be more strategic:** Streamline HR processes to spend less time on procedural and administrative tasks and more on strategic value-building activities.
- › **Attract and retain top talent:** Support employees' preferred hybrid and remote workstyles with the ability to share and access digitized documents anytime, anywhere from a secure web-based portal.
- › **Improve security and auditability:** Better protect sensitive employee data through robust access controls, security rules, and reporting plus features that streamline audit and discovery compliance.

1 Society for Human Resources Management, [Report: 'HR Is Simply Too Much Work'](#), January 2023.

2 Robert Half, [The State of Remote Work: 5 Trends to Know for 2023](#), February 2023.

3 IBM, [Cost of a data breach 2022](#), accessed April 2023.

4 Association for Information and Image Management, [The True Cost of Non-Compliance](#), June 2022.

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