

# Accelerating the transformation from paper to digital

Digitize, share, and collaborate on Iron Mountain InSight® Digital Experience Platform (DXP)

## Challenge

Today, organizations need to prepare for a scalable digital future, but much of their important, usable data is still locked up in paper documents that are difficult for employees to access or use. Organizations have difficulties managing multiple, growing information systems, including securing the information they've gathered, aggravating the risks associated with non-compliance, and then finding and accessing that data – especially in hybrid work environments as real estate reduction continues to be a business priority. And, as transformational technologies such as artificial intelligence (AI) become mainstream, organizations will feel more pressure to digitize their information as that is the only path to AI.

## Impact

The impact of digitization cannot be overstated. Managing paper documents costs organizations both time and money: For example, one Iron Mountain InSight customer reported saving up to 26,000 hours per year<sup>1</sup> through increased employee collaboration with digital documents.

## What if you could

With competition growing and employee work models changing, businesses need to accelerate their digitization strategies. This change is complicated for many of them. But

what if you could use a digitization and digital storage solution to:

- Prepare your business for an accelerated, scalable transformation into a more efficient future?
- Deliver robust, secure access to documents and information anytime, anywhere while complying with the latest jurisdiction regulations?
- Boost productivity, easily searching for, finding, and sharing documents from any location?

<sup>1</sup> Iron Mountain, The Total Economic Impact™ of Iron Mountain InSight.

<sup>2</sup> Squaretalk, Remote Work Statistics, January 26, 2024.

<sup>3</sup> Gallup, Hybrid Work Indicator.



## Industry fact

Although 61.9% of companies are planning more remote work now and in the years to come,<sup>2</sup> hybrid and remote workforces struggle to access documents quickly and securely. Roughly 80% of employees working outside of the office, either part- or full-time,<sup>3</sup> need digitization.

[Squaretalk](#) and [Gallup](#)



## Reduce time and effort to find your information

Leverage the combined power of physical document scanning and secure digital storage in the Iron Mountain InSight Digital Experience Platform (DXP). InSight DXP grows with your business, offering a comprehensive platform enabling you to expand your capabilities as your requirements change, including the ability to increase digital storage, number of users, and functionality, such as workflow automation.

As markets intensify and new technologies such as AI help companies leverage their information to accelerate time to market, Iron Mountain can empower organizations, instantly enabling digitization. You can have secure, digital access to your documents from within Iron Mountain InSight DXP, a secure, cloud-based SaaS platform.

This solution encompasses the full consumption of and access to your documents from within a secure, robust cloud environment. Our scanning services, whether handled on your site or ours, can scale up to digitize even massive amounts of physical documents. Additionally, we provide x-ray scanning for efficient management and access to vital imaging data.

For ongoing compliance, Iron Mountain's IG Consultants and Global Research review your in-scope classes to make sure the retention rules in the scanning project are current with all regulatory requirements. Iron Mountain's information governance assessments, delivered by our IG specialists, provide an initial step in your organization's compliance journey.

Once converted, documents are stored in our secure cloud platform, InSight DXP, which adheres to the National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF), so that your confidential data stays that way. As your business transitions to an electronic document format, our optical character recognition (OCR) technology unlocks the data stored in documents, and our generative AI (genAI)-powered chat helps your organization leverage this information to

accelerate access and insights. An intuitive client portal gives administrators control over the data being brought into and used within the system, providing role-based access control and extensive reporting for administrators as well as robust search capabilities for users.

You can streamline operations, connect data, improve operational resilience, and downsize real estate requirements, all while also reducing costs. These powerful capabilities can be set up in minutes through our InSight DXP self-service portal.



## Optimize your information governance today

Iron Mountain's Advisory Services, one of the industry's largest information governance (IG) consultancies, brings 20+ years of experience to evolving enterprises. Our IG professionals—including lawyers, records managers, and more—deliver tailored solutions across four core offerings: IG Advise, IG Retain, IG Cleanse, and IG Monetize.

Let us help you understand your needs and create a detailed project plan to achieve your IG goals. [Visit our website to learn more.](#)

## Clear business benefits

Businesses using Iron Mountain's solution gain clear benefits.

- **Prepare for a scalable transformation future:** By starting on the foundational version of InSight DXP, you can easily expand your capabilities on the same platform as your requirements change. Businesses today recognize that they can't be experts in everything, but they must be experts in their core competencies. Organizations can rely on information management leader Iron Mountain, which handles more than 2.6 billion images annually through 141 global imaging sites, to handle their transition to a digital future while the organization focuses on what it does best. We can provide customers with information governance strategic and operational support to help reduce your risk of noncompliance.
- **Securely access and protect your information:** Your information is your business – and that's why we built a secure, robust, NIST CSF-compliant SaaS cloud platform. By protecting your information, we are protecting your business. Our role-based access control provides only the right people access to the

right data; and keys that you hold protect the full encryption of data both in transmission and at rest. We can help build deletion decisions that align with the latest changes in legal obligations.

- **Quickly search and find information in your documents:** With Iron Mountain InSight, customers report 40% faster document access time.<sup>1</sup> Get the information you need in seconds through intelligent search and quick document summarization, using genAI-powered chat. You'll be able to gain actionable insights and make informed decisions to drive your business forward.

Discover the combined power of physical document scanning and secure digital storage with Iron Mountain InSight DXP.

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### About Iron Mountain

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 225,000 organizations around the world, and with a real estate network of more than 98 million square feet across more than 1,400 facilities in over 60 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centers, art storage and logistics, and cloud services, Iron Mountain helps organizations lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working. Visit [www.ironmountain.com](https://www.ironmountain.com) for more information.

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