



IRON MOUNTAIN® POLICY CENTER PLATFORM SOLUTION STANDARD EDITION

INDUSTRY FACT

"62% OF ORGANIZATIONS INDICATED THEY STRUGGLE AGAINST A KEEP EVERYTHING CULTURE"

COHASSET | ARMA INFORMATION GOVERNANCE BENCHMARKING REPORT

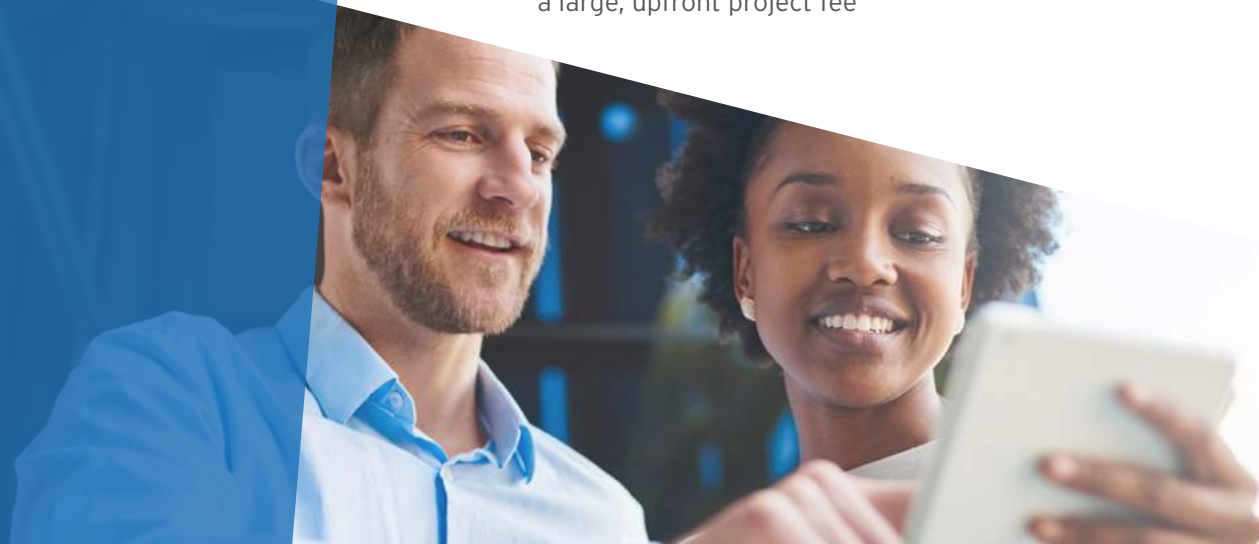
As the volume of retained business records continues to grow, so do the associated costs and risks of not having a retention schedule. The more information your business retains, the greater the burden of identifying and locating records when you need them for reference purposes and legal compliance. It's a challenge to ensure your organization is compliant when staying up-to-date on the ever-changing rules and regulations can be a full-time job. With limited resources, it's a struggle to create a culture of compliance within your organization.

HOW THIS AFFECTS YOU

- ▶ You're keeping records longer than required
- ▶ You have inconsistent regulatory citation and change tracking which impacts legal defensibility
- ▶ You find it difficult to stay up-to-date on the latest records keeping rules and regulations for your industry
- ▶ You have limited resources to build, curate, and update a legally defensible, global retention schedule
- ▶ Grow beyond manual, time intensive processes to research, update, and communicate changes to policies
- ▶ Keep your Record and Information Management (RIM) program's retention guidelines current and compliant with annual regulatory updates backed by high quality legal research
- ▶ Confidently dispose information and store only what you need, so you can easily and quickly find what you need, when you need it
- ▶ Manage risk by empowering employees to understand what is required of them from a regulatory compliance and organizational perspective

WHAT IF YOU COULD

- ▶ Maintain a prebuilt records retention schedule that reflects your business operations, without a large, upfront project fee



POLICY CENTER SOLUTION STANDARD EDITION:

With **Policy Center Standard Edition**, you'll have a pre-built, legally-defensible retention schedule – backed by the same high quality legal research used by the world's largest companies. With this user-friendly, web-based tool, you can demonstrate that your retention schedule is driven by current laws and regulations. You can make quick and easy edits to record classes and rules to customize the schedule to meet your needs. The online portal receives updates of legal retention guidelines, based on regulatory changes. It also makes for an easy way to share your policy, further driving compliance across your organization. Policy Center Standard Edition is a subscription service to a cloud based retention policy management platform. Ready for immediate use, there is no need to invest in legal counsel or consultants to create your defensible retention schedule, now or for annual refreshes.

With this tool you will be able to realize the following benefits:

- Improve overall resource utilization
- Control records volume growth
- Demonstrate statutory and regulatory record keeping requirements
- Enable the consistent implementation of record keeping policies
- Improved ability to locate and retrieve records when required
- Reduce litigation risks

Policy Center Standard Edition is available with the following complementary services:

With our **Document Scanning Services**, you can have paper documents scanned and indexed, with metadata applied, for easy data retrieval. When your paper documents have reached the end of their useful life and met your organization's requirements of retention, our **Secure Shredding Services** will enable you to destroy them, confident that you are complying with regulations governing information destruction.

Policy Center is an available integration capability with **Iron Mountain InSight®**, our information management and content services platform solution that provides you with a centralized view of your information, allowing secure access and retrieval for your employees in a single cloud repository for enhanced visibility and access. This integration gives you the ability to access updated retention rules and apply them systematically to relevant documents.

When your paper documents have reached the end of their useful life and met your organization's requirements of retention, our **Secure Shredding Services** will enable you to destroy them, confident that you are complying with regulations governing information destruction.

In addition to the ready-made records retention schedule for general business requirements, you'll have the ability to add on additional industry-standard retention schedules for select highly regulated industries, such as banking and insurance. For access to expert **Information Governance Advisory Services** to help you customize your retention schedule, you also have the option to upgrade to **Policy Center Solution Professional Edition**.

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