

IRON MOUNTAIN SMART SORT

TAKE CONTROL OF YOUR RECORDS INVENTORY

Over the years, you've accumulated a tremendous collection of records - all with various retention requirements. It's a situation that leads to increased exposure to risk, wasted money, and hampered productivity.

Iron Mountain Smart Sort provides a simple and cost-effective solution to sort and organize physical files. With Smart Sort you can confidently decide what to retain, defensibly destroy, digitize, or provide for a divestiture, legal matter, or other business need.

LEGACY RECORDS CLEANUP WITHOUT THE COST AND COMPLEXITY

Plenty of factors bring records cleanup into focus: a drive to cut costs, M&A and divestiture activity, office reconfigurations and closures, and the business risk of keeping files that have met retention requirements. And there are plenty of valid reasons you've held on to everything ... until now.

Iron Mountain Smart Sort simplifies legacy records cleanup. With Smart Sort you can:

- Sort commingled files in a cost-effective, efficient way.
- Identify and defensibly destroy or digitize records that have met retention requirements.
- Organize records according to destruction eligibility, record type, record status, unique identifier – or whatever you require.

IS SMART SORT RIGHT FOR YOU?



Do you need to **improve inventory visibility** at the file level?

Do you experience **audits** and/or experience **high discovery costs**?



Have you **inherited a large volume of records** through a merger or acquisition?

Do you need to turn over records as **a result of a divestiture**?



Do you need to destroy records but are **unable to confidently isolate eligible files**?

Are you **over-retaining records** due to an inability to defensibly destroy?



Are you **moving inventory** and first want to destroy what you no longer need to keep?

Are you **moving locations** or closing offices and first want to destroy what you no longer need to keep?

If you answered yes to any of these questions, keep reading.

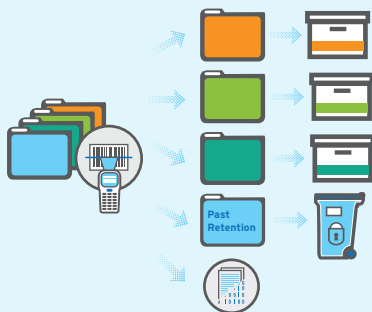
HOW SMART SORT WORKS FROM COMMINGLED COMPLEXITY TO SORTED SIMPLICITY



BEFORE

Commingled files and event-date complexity prevent you from making defensible decisions about your records inventory.

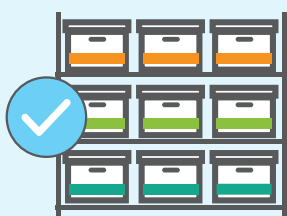
The Smart Sort process will sort and reorganize your files according to destruction eligibility, record type, record status, unique identifier – or whatever you require.



Make decisions about which files to retain, destroy, or digitize.

SMART SORT PROCESS

- 1 Pull all files from carton.
- 2 Scan/enter file ID and receive instant sort result.
- 3 Sort and rebox files by like destruction dates, record type, a unique identifier – or whatever you require.



AFTER

At the conclusion of your Smart Sort project, you'll have full visibility into your up-to-date file-level inventory so you can find what you need quickly and enable an ongoing, defensible disposition process.



WHY DIY DOESN'T FLY

It's understandable that you feel compelled to tackle this project yourself. But few organizations have the resources required to wrangle their records inventory.

Rather than DIY, consider a DDIY (don't do-it-yourself) approach by bringing in a partner with the technology, defensible and repeatable processes, and expertise to help you take control of your records inventory. Partner with Iron Mountain and let our records inventory experts handle everything for you.

BOX SHOCK

A large company used Smart Sort to safely and defensibly shred 3+ million destruction-eligible files, cutting record storage costs by 33%.

Source: ironmountain.com/resources/case-studies/s/smart-sort-financial-services-use-case-example

THE PRICE OF PROCRASTINATION

There's simply no getting around it – it's necessary to take control of your records inventory. Putting it off increases:

- **Cost** – You're paying more than you should for records storage.
- **Risk** – Storing records beyond retention requirements increases security risk and the chance of regulatory violations.
- **Complexity** – The more records you have and the longer they are stored, the more difficult it is to keep up with managing legal discovery, audit response, and compliance management.
- **Inefficiency** – Searching through commingled records wastes time and resources.

ACHIEVE YOUR INFORMATION GOVERNANCE GOALS AND MEET YOUR BUSINESS OBJECTIVES

- **Make quick and confident decisions** – Iron Mountain leverages data from your existing database and retention schedule to automate defensible decision-making.
- **Simplify future decision-making** – Records will be sorted according to destruction eligibility year, record type, a unique identifier – or whatever you require.
- **Reduce program costs and risks** – Initiate immediate destruction of eligible records to reduce storage costs and mitigate legal discovery, as well as audit and compliance risks.
- **Improve find rates** – At the completion of your Smart Sort project, you will have an up-to-date listing that enables accurate and efficient records management.

WHY IRON MOUNTAIN

Organizations of all sizes and in all industries around the world trust Iron Mountain to store, protect, and make accessible all kinds of data throughout its life cycle.

- **70+** years of proven expertise in information management and governance
- both physical and digital data
- **230,000+** clients worldwide
- **95%** of Fortune 1000 organizations
- More than 1,400 facilities in over 50 countries
- **26,000** vetted and trained employees
- **Billions** of assets managed
- Over **1.5 billion** documents digitized annually

GET SMART SORT. REGAIN CONTROL.

Visit [ironmountain.com/smartsort](https://www.ironmountain.com/smartsort) to learn more about how Smart Sort makes it easy to take control of your records inventory.

800.899.IRON | IRONMOUNTAIN.COM

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 220,000 organizations around the world, and with a real estate network of more than 85 million square feet across more than 1,400 facilities in over 50 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 to lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working. Visit www.ironmountain.com for more information.

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