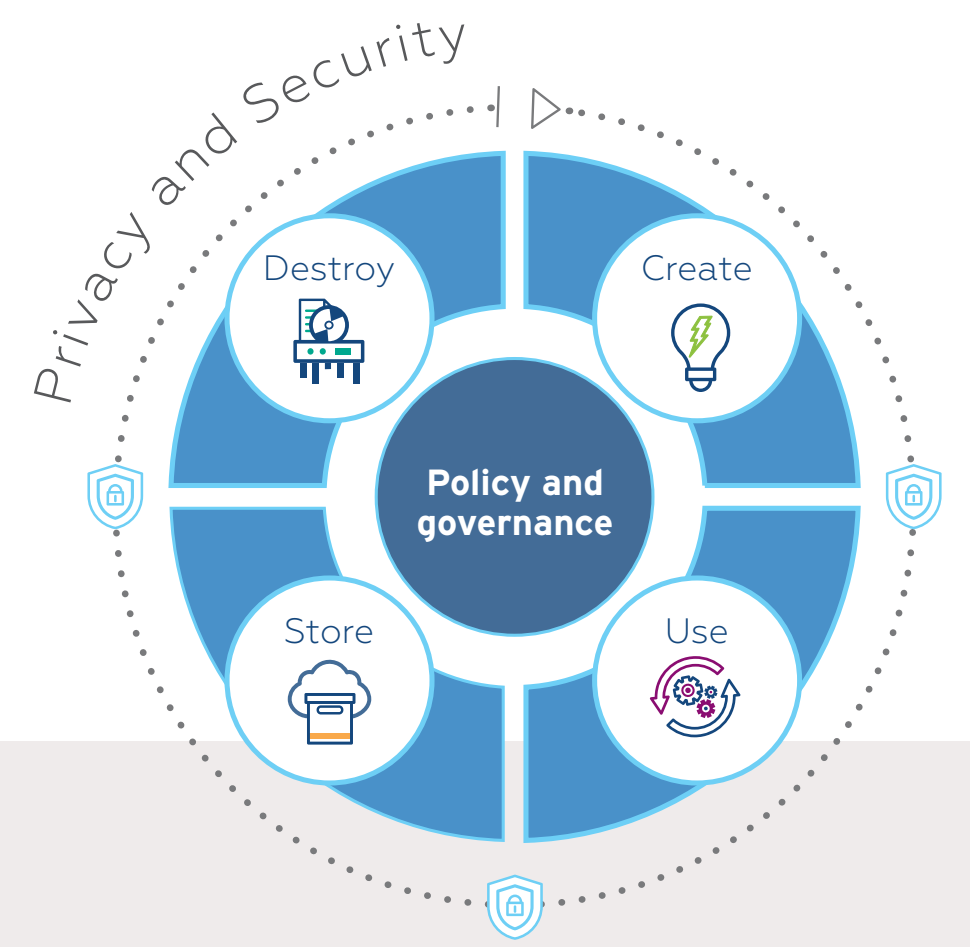


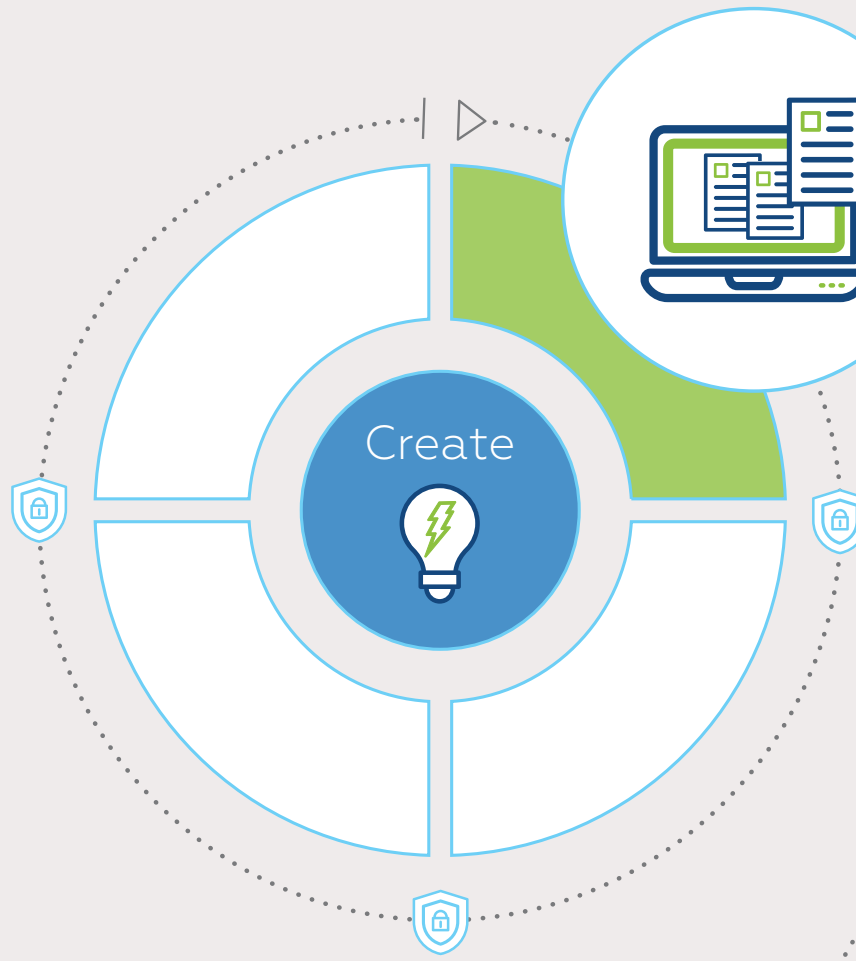
# Information management for small business



All of the information your company handles has a natural lifecycle from when it's created or acquired, through use and storage, and ultimately to when its value is so diminished that it should be destroyed. Monitoring and maintaining this process is called information lifecycle management (ILM). ILM helps your small business get the most value out of its information and keep sensitive data private and secure.



## The information lifecycle of an employee record

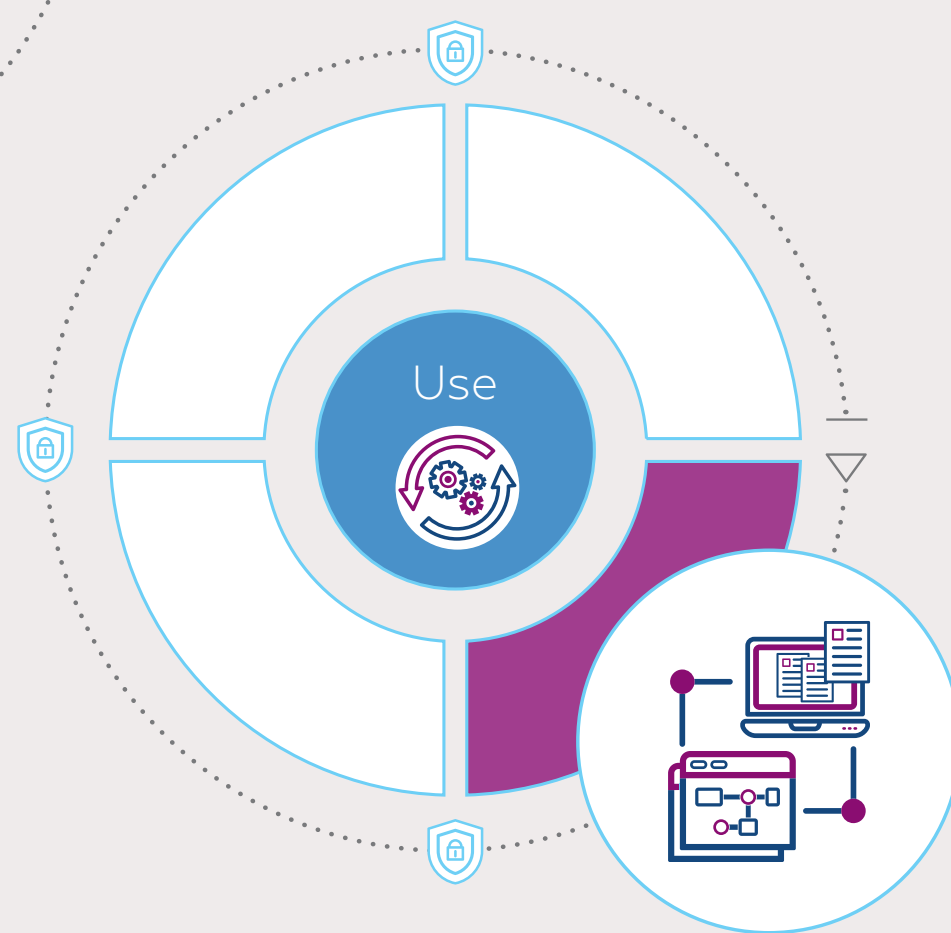


### Step 1 | Create

From onboarding to payroll, employee records are an integral part of your company's information ecosystem. When a record is **created**—such as a W2 form or personnel file—it receives a classification, retention schedule, and certain access privileges.

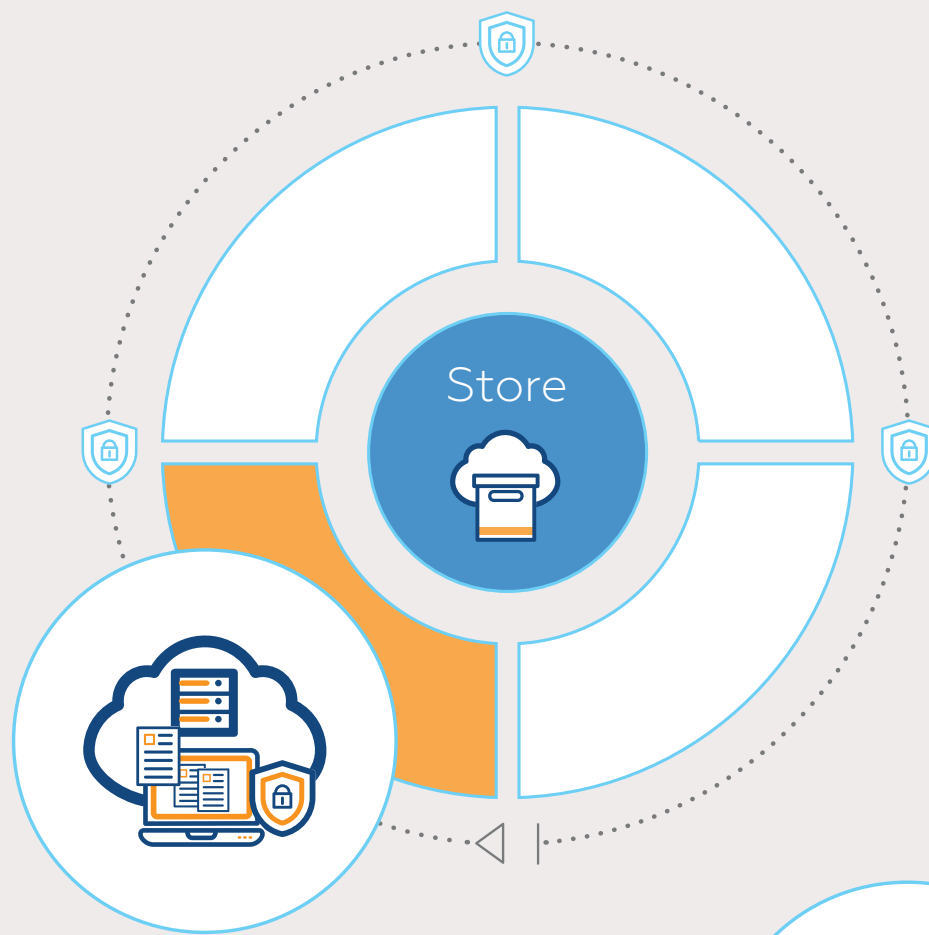
### Step 2 | Use

During **use**, the employee record is moved, sent, scanned, or implemented into operations and workflows. A successful ILM strategy leverages intelligence and insights based on the way you use your data.



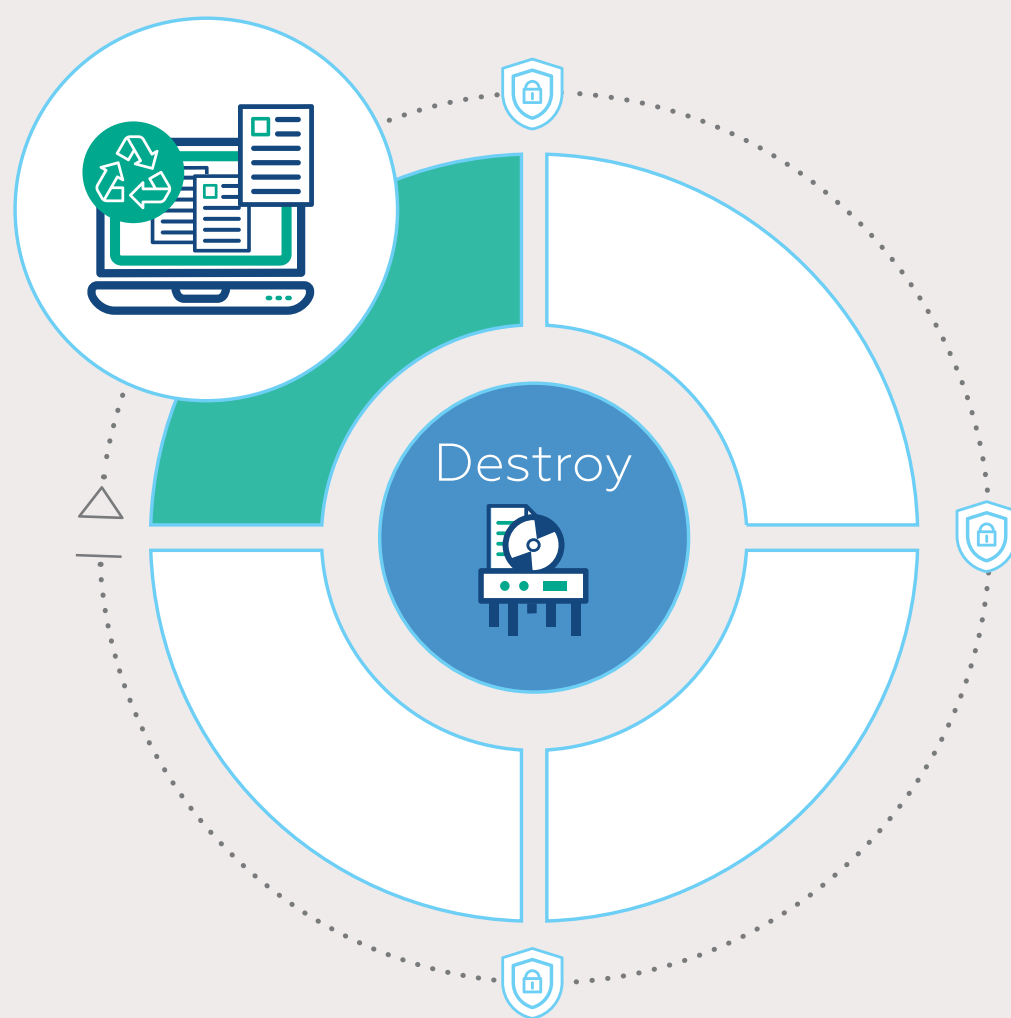
### Step 3 | Store

Throughout the retention period, the employee record is securely stored in a designated location. You can decide whether the record will be kept electronically or as a paper-based file. Access, restoration, and disaster recovery are critical considerations during the **store** stage.



### Step 4 | Destroy

A “keep everything” approach to information management can be dangerous for your small business, costing money and increasing the risk of data breaches. The **destroy** stage requires defensible decision-making and the secure shredding, disposal, or recycling of employee records and other assets once their retention period has ended.



## Information management for the future

From physical assets to digital files, effective ILM protects your information and your business now and into the future. Here are other record and asset types to include in your strategy:



Legal Files



Mobile data



Client Records



Tax Documents



Office Electronics



Email and cloud data

## Start your information lifecycle management journey

Visit the Iron Mountain **Small Business Basecamp**  
[ironmountain.com/resources/landing-pages/s/small-business-basecamp](https://ironmountain.com/resources/landing-pages/s/small-business-basecamp)

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