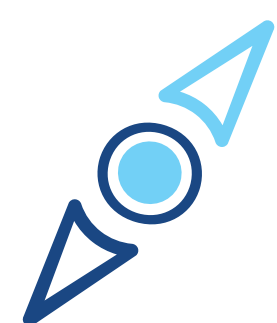


Compass



The starting point for records cleanup

Like many records and information management professionals, you've prioritized paper records cleanup to gain control of your information and prepare for the future. But this is easier said than done. Missing record codes, unknown contents, and commingled files are major roadblocks, preventing you from knowing where to start.

Iron Mountain Compass is a technology-driven diagnostic tool that guides you to your starting point.

I need to clean up my paper records, **but where do I begin?**



Here's how it works



Compass

Analyzes your box-level records inventory

Categorizes each box to a specific records cleanup challenge

Provides a corresponding, unique solution



Boxes with descriptions but missing records codes



Boxes stored without descriptions and unknown contents



Boxes contain commingled files and event date retention requirements



No problems identified and no action required

SMART REVEAL

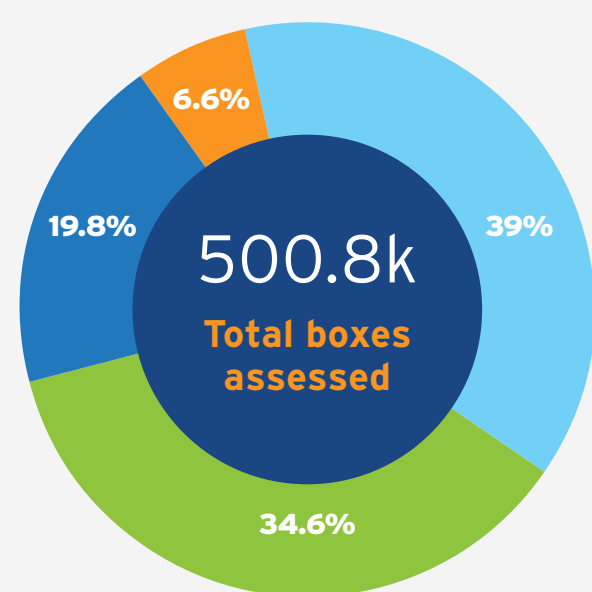
SMART ASSIGN

SMART SORT

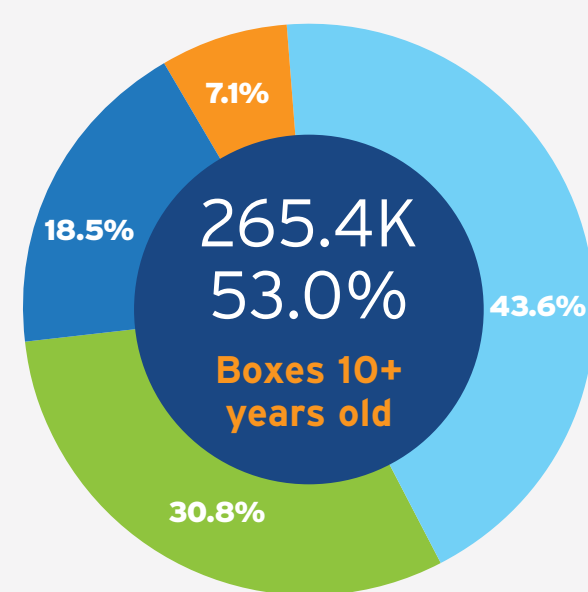
From assessment to action

You'll receive a customized report that is easy to read and provides the visibility you need to start your cleanup journey. With this information, you can move forward based on your needs, budget, and business objectives.

Sample report



	34.6%	No action required
SMART ASSIGN	6.6%	Missing box-level record codes
SMART REVEAL	19.8%	Unknown contents
SMART SORT	39.0%	Commingled files



Do you need a more specific starting point?



Compass can provide your results by division or department.

Ready to get started with your records cleanup project?

Choosing a starting point is easy with Iron Mountain and Compass. Contact your Iron Mountain representative today.

1.800.899.4766 | ironmountain.com/smartsuite

