IRON MOUNTAIN®

7 steps to modernize legacy records management

Managing decades of legacy paper records creates unnecessary storage costs, organizational vulnerabilities, operational bottlenecks, and compliance risks. There's a better way to manage your legacy records. Follow this step-by-step process to transition paper records into actionable, secure, and AI-ready digital assets.

Step 1: Assess your inventory

Identify over-retained, commingled, and unindexed records to establish a clear inventory baseline and eliminate unnecessary storage costs.

Solution: *Compass helps you get your records cleanup started.*

Step 2: Automate box-level record codes, and policy tagging

Automatically assign record retention codes across legacy boxes to meet regulatory retention requirements and streamline ongoing records governance.

Solution: *Smart Assign automatically assigns record codes according to your policies.*

Step 3: Uncover box contents for disposition decisions

Reveal the contents of boxes of records stored without metadata or descriptive information, so you can make informed decisions on whether to retain, digitize, or destroy physical files.

Solution: *Smart Reveal determines what's hiding in your record storage boxes.*

Step 4: Sort commingled files to reduce liability

Sort files into distinct categories to accelerate disposition workflows and minimize legal and security risks.

Solution: *Smart Sort classifies, organizes, and manages physical and commingled files at scale.*

Step 5: Execute compliant, secure record destruction

Safely and defensibly shred physical records that have reached the end of their legal retention lifecycle to ensure privacy, meet compliance, reduce inventory, and lower storage costs.

Solution: *Secure Shredding destroys your paper-based records in a safe and compliant way.*

Step 6: Digitally transform priority physical records

Minimize costs by selectively scanning valuable paper records into accessible, search-optimized digital assets.

Solution: *Scanning and Digitization transforms your physical records into AI-ready enterprise data.*

Step 7: Future-proof (and AI-enable) your records program

Optimize your records management program with an ongoing process of systematically and efficiently cleaning up your legacy records so they remain secure, defensible, and AI-ready.

Solution: *Smart Records Cleanup Suite sorts, structures, and simplifies your legacy records inventory.*

Partner with information management experts

Regardless of the size or complexity of your legacy records cleanup project, Iron Mountain has the solutions, staff, and expertise to guide you on the journey.

Get started today.

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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 organisations 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 artefacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centres, art storage and logistics, and cloud services, Iron Mountain helps organisations 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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