Create and deploy effective information governance

With Iron Mountain IG Retain's Policy Center

IRON MOUNTAIN®

Challenge

Organizations today face a growing challenge navigating a complex compliance landscape, where requirements and standards not only vary by industry but also by region, country, and even down to local jurisdictions. Staying ahead in this constantly changing landscape is difficult, and falling behind can be costly to organizations that are not equipped with a defensible retention schedule, or the tools and resources to enforce it.

Impact

Compliance efforts often consume valuable resources and time that could be better devoted to driving the key missions of the business. The potential landmines of even a single infraction can stand as a barrier to growth and profitability. This can delay the deployment of new products and services, impacting a business' bottom line.

With technologies like artificial intelligence, this complex environment is accelerating as content is now created at machine speed, creating tremendous compliance exposure and risk.

What if you could

An effective and comprehensive compliance strategy, along with solid tools to enforce that strategy enables organizations to:
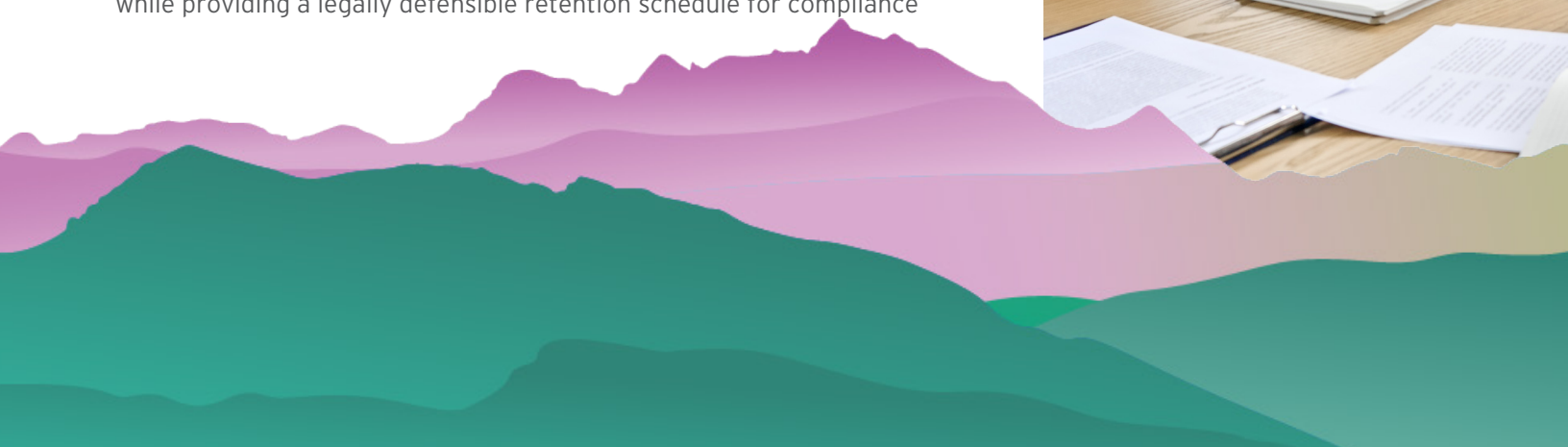
> Accelerate your AI initiatives by right-sizing the amount of data you need to process

> Reduce the risk of litigation and fines by keeping retention and privacy policies current

> Save information storage costs by confidently disposing of documents

> Enable quick access to the information needed to fulfill audit requests, while providing a legally defensible retention schedule for compliance

Industry fact

The worldwide cost of compliance was more than $2B USD in 2023, and 78% of global companies believe the intricate network of regulations and sanctions are an inhibitor to their businesses.

LexisNexis

Iron Mountain Policy Center

Policy Center is a subscription-based software created to help you stay up to date on ever-changing legal retention requirements. It helps organize and manage records for compliance from creation through secure disposition. Policy Center accurately shows your compliance obligations based on your industry and location, and provides a legally-defensible retention schedule so you know what you need to keep, and what you can securely dispose of, to save space and time, while reducing the risk of fines.

Thanks to the InSight Information Governance capability in InSight Digital Experience Platform (DXP) powered by Iron Mountain Policy Center solution, you can enable audit-ready compliance by automatically applying retention rules to digital records. Enable a unified view of data, enhance data integrity, and achieve AI-ready data to support improved and compliant decision-making.

> **Stay on top of regulatory changes.** The depth and richness of international legal research incorporated into Policy Center make it unique with over 77,000 legal citations from more than 130 countries, as well as privacy and data compliance obligations.

> **Reduce cost.** With the legally-defensible retention schedule, you know what you need to keep, and what you can securely dispose of, to save on storage costs.

> **Quickly respond to audits**. Authorized team members can quickly access the information needed to respond to audits. When integrated with InSight, it also enables employees to complete internal and external audit work more efficiently – in 25% less time.

Policy Center is available in three editions. Essential and Standard include a ready-made retention schedule including retention legal requirements for a single jurisdiction. Standard edition provides rule editing capabilities and an option to add a ready-made single industry-specific retention schedule. Professional edition includes functionality to add one or more industry-specific retention schedules, extensive global coverage provided through a customized program with our Global Research Services (GRS) team. Policy Center connects to a variety of enterprise content management systems including Iron Mountain's InSight DXP platform, to integrate information governance into where information lives. Below is an overview of the available editions.

Essential Edition

Provides a ready-made retention schedule that covers the basic functions of the business. Includes suggested record classes and retention rules for a country, updated annually.

Standard Edition

Adds the ability to modify record classes and retention rules, enabling the business to align their currently operating model or their industry-specific requirements to their document retention.

Professional Edition

For customized retention schedule(s) to address multiple industries and/or countries. Includes continual legal updates and other more advanced, customizable features. Optional Attended Monitoring services are available to manage changes to legal and regulatory authorities within the scope of your retention schedules.

Know your obligations and show compliance with this user-friendly software today. Reach out to Iron Mountain's Information Governance team to learn more about advisory services, strategic program development, retention and disposition for compliance.

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