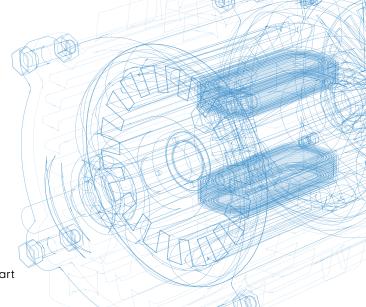# Kickstart
Digitalization
Rev Your Data Engine

Whether you're just starting or need to accelerate your organization's digital transformation journey, it's time to kickstart digitalization and power your mission's data foundation.

Start now.
Create a plan.
Finish strong.

Sorting through thousands of boxes filled with commingled files is no easy task. Rather than DIY, **bring in a trusted partner** with the technology, defensible and repeatable processes to take the first step on your digital journey.

BY THE NUMBERS

75% of agencies have policies and procedures that instruct staff on managing permanent records in all formats.

18% of agencies are developing policies and procedures.

100%
75%
50%
24%
0%

24% of agencies said their permanent electronic records meet the transfer guidance, contain the appropriate metadata, have tested and/or successfully transferred these records to the National Archives.

Federal Agency Records Management Annual Report

M-23-07 REQUIREMENTS:
No later than June 30, 2024, all permanent records in Federal agencies must be managed electronically to the fullest extent possible for eventual transfer and accessioning to NARA.

Accelerate digital transformation.

Power your digital transformation journey with Iron Mountain best practices.

1 PHASE ONE

An experienced partner will set in motion the process of records disposition: inventory records, sort records, and move records to appropriate destinations.

Step 1

Step 2

Step 3

ASSESS WHERE YOU ARE
· Determine Digitization/ Digitalization Status
· Evaluate for Compliance

SET A GOAL & TIMELINE
· Determine Accessibility Needs
· Review Retention Requirements
· Define Workflows to Automate
· Select an Industry Partner

DEVELOP A DISPOSITION PLAN
· Organize Commingled Files to Reduce Duplication
· Determine Storage Options
· Securely Destroy Expired Documents

Iron Mountain holds the key to a fully transformed and integrated enterprise, helping you protect and unlock value from your paper and digital assets, no matter the format.

2 PHASE TWO

Lay out a roadmap to digitalization success. Build on the foundation from phase one by defining core process data requirements.

Step 1

Step 2

Step 3

PRIORITIZE & PLAN
· Develop a Digitalization Strategy
· Prioritize Documents
· Leverage IDP Tech
· Workflow Automation

BUY-IN & BUDGET
· Communicate the Digitalization Plan
· Ensure Stakeholder Alignment
· Build Business Case for Budget

DEPLOY & EVALUATE
· Gain Quick Win
· Realistic Ramp Plan
· Commit to Feedback Loops For Continuous Improvement

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GOVERNMENT SOLUTIONS

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