

WHAT IS A RECORD?



Confidential employee data. Customer contacts and work files. Work email and voicemail. Social media posts. These and other forms of information can be structured into different record categories. Each should be handled and managed differently.

Do you manage business records? How securely are they managed? How effective is your records management program?

Discover more about effective information Management today!

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ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM) provides information management services that help organizations lower the costs, risks and inefficiencies of managing their physical and digital data. Founded in 1951, Iron Mountain manages billions of information assets, including backup and archival data, electronic records, document imaging, business records, secure shredding, and more, for organizations around the world. Visit the company website at www.ironmountain.com for more information.

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