

## Iron Mountain Connect™



### Iron Mountain Connect Transforms Records Storage Into A Compliant Records Management Program

#### COMPLIANT RECORDS MANAGEMENT — NO LONGER OPTIONAL

The Iron Mountain Connect web-based system provides you the tools you need to implement a comprehensive, compliant records management program.

Utilize the numerous resources available on the Iron Mountain Connect system such as the Record Center, which provides instant access to your records, the Retention Schedule to review retention policies, and the Report Center to manage program compliance.

Iron Mountain Connect can transform your organization's records management program into a compliance program by providing the necessary tools to integrate records management best practices into your everyday business discipline. Use the Iron Mountain Connect system as a guide through every stage in the development of a Compliant Records Management Program.



#### ORGANIZE

Start by determining the scope of your organization's records management program and what staffing is necessary to support a compliance program.

**Records Management 101** — Review Iron Mountain's information repository, which offers advice and best practices on program auditing, indexing for quick access and proper disposition of records.

#### ASSESS

As part of the assessment phase, you should identify all of your organization's records, their physical location and legal retention requirements. If your records are consolidated at Iron Mountain, the Iron Mountain Connect system can provide a single view of your entire program.

#### DEVELOP

Develop a comprehensive retention schedule and standard, company-wide policies to set the foundation for a credible and consistent records management program.

**Tips and Best Practices** — View best practice guidelines on corporate records retention policies posted on the Iron Mountain Connect system.

#### IMPLEMENT

The Iron Mountain Connect system plays a vital role during the implementation and phased launch of a compliant records management program. By providing program administrators instant access to records and the flexibility to tailor specific training programs, the Iron Mountain Connect system facilitates implementation and adoption.

**Access Information Instantly** — The Record Center in Iron Mountain Connect maintains an electronic index of descriptive data on your records. This system handles search and retrieval, enforces the retention schedule and manages the health and maintenance of your records management program. The Record Center's predictive search engine takes advantage of everything Iron Mountain has learned about how people really retrieve records. The result: you find your cartons or files fast.

**Schedule Services at Your Convenience** — Use the Record Center to request pickup and delivery anytime and order supplies from Iron Mountain as you need them.

**Customize Content, Personalize Views** — Administrators can upload records management policies and procedures specific to your organization and control what modules display for which users at an individual or group level. This can aid in training and adoption as materials are centralized and users only access approved information.

Want To Learn More About the Compliant Records Management Program? Visit [www.ironmountain.com/crm](http://www.ironmountain.com/crm)

**MANAGE**

Managing long-term program maintenance and adoption is vital to establishing a culture that projects good faith in the compliance of their records management program. With features such as built-in retention capability, the Iron Mountain Connect system enforces best practices such as assigning hold codes to suspend the destruction of records. Flexible administrative architecture provides control over program users.

**Manage User Access** — Create a security structure that fits your specific business needs. Administrators govern a security model with up to three-tiers that create, edit, and manage users on an individual or group basis. Add and remove privileges or organizational access from one or multiple users easily.

**Provide Consistent Records Classification** — Define data validation rules to ensure cartons and files are being added in accordance with your records management program.

**Manage and Enforce Your Company's Retention Schedule** — Systematically enforce retention for all records, as the integrity of the retention schedule is the foundation of a compliant program.

**Manage Disposition of Records Through Hold Codes** — Apply hold codes on individual boxes, departments, record series, or accounts to prevent disposition when necessary.

**Control Data Entry** — Customize data entry to enable consistent classification and management of records to fit your business needs.

**Get Connected on Iron Mountain Connect**

- Call (800) 899-IRON
- Go to [www.ironmountain.com](http://www.ironmountain.com)
- Or contact your Account Manager

**AUDIT**

Use the Iron Mountain Connect records management system to perform periodic checks and audits necessary to ensure program continuance.

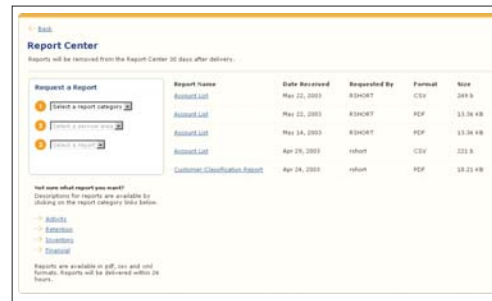
The Report Center provides you with the reports you need to effectively monitor and manage your organization's records management program. Ensure that the retention schedule is being followed, records are classified consistently and are destroyed in conjunction with proper disposition. Numerous reports are available in the following categories on demand for your program management needs.

**Activity Reports** — User data, participation analysis, and activity history.

**Inventory Reports** — Snapshots and historic details of carton and file inventory and inventory quality reports.

**Retention Reports** — Detailed and summary information related to records classification, retention schedule, hold codes, and destruction eligibility.

**Financial Reports** — Summary activity and projected forecasts, invoice history, and activity tied to dollars spent.



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