

## ActivFile™ Workflow Analysis



### Refine Your Planning With a Comprehensive Information Workflow Analysis

Iron Mountain's ActivFile Workflow Analysis is a complimentary consulting engagement that provides a complete end-to-end evaluation of your information management practices covering active filerom management and inactive offsite storage.

Our team of certified information management professionals leverages their industry experience to provide rapid turnaround in analyzing and documenting your unique record inventories and processes for both active and inactive file storage processes.

The comprehensive assessment allows you to quickly and confidently reach decisions on the best solution for your organization by presenting you with:

- Gap analysis of current filerom procedures vs. best practices
- Financial analysis of long-term space demands and staffing

- Potential cost reductions and efficiency gains through consolidation
- Long-term strategies for managing the transition to electronic records while ensuring regulatory compliance

The Analysis involves:

- Compiling information from all stakeholders
- An examination of existing processes and workflows
- Comparison of current record management processes to established best practices
- Detailed audits of existing record inventories and access trends
- Evaluation and analysis of current costs vs. alternative cost savings options as well as long-term space and staffing demands
- Presentation of findings and recommendations to key stakeholders

Below are the features of Iron Mountain's ActivFile Workflow Analysis and the benefits for your organization:

FEATURES	BENEFITS
<b>Analysis of Existing Records Management Approaches</b>	<ul style="list-style-type: none"> <li>• Enables your organization to develop a clear understanding of the current records management approach</li> <li>• Provides an impartial and unbiased examination of existing filerom workflows and processes</li> <li>• Identifies areas for improvement and potential efficiency gains</li> <li>• Identifies strengths, weaknesses, opportunities and concerns as they relate to industry trends and technology adoption</li> <li>• Contrasts existing approaches with industry best-practices refined over more than 20 years</li> </ul>
<b>Analysis of Program Spend and Long-term ROI</b>	<ul style="list-style-type: none"> <li>• Provides financial view of true costs associated with your records program</li> <li>• Examines alternative cost-saving options in the context of the customer-specific situations</li> </ul>

FEATURES	BENEFITS
<p><b>Collection of Record Data</b></p>	<ul style="list-style-type: none"> <li>Identifies total record volume for all sites and record types including total linear and/or cubic feet, file counts, and space requirements</li> <li>Ensures visibility to records management activity at all sites including retrievals, re-files, loose materials, etc. as well as any related tasks to support those functions</li> </ul>
<p><b>Evaluation of Electronic Records and Imaging Strategy</b></p>	<ul style="list-style-type: none"> <li>Identifies potential for adopting imaging technologies</li> <li>Recommends methods for minimizing costs by using imaging to manage physical and electronic records in parallel</li> </ul>
<p><b>Review of Information Management Practices</b></p>	<ul style="list-style-type: none"> <li>Provides a holistic review of information management including records requirements and best-practices</li> <li>Addresses key stakeholder areas of concern—including operations, financials, staffing, processes, compliance and technologies</li> <li>Rapid turnaround leveraging professional and credentialed external consultants</li> </ul>
<p><b>Evaluation of Compliant Records Retention Policies</b></p>	<ul style="list-style-type: none"> <li>Ensures that records are retained in accordance with organizational guidelines and disposal policies are implemented accurately and appropriately</li> <li>Enables proactive record lifecycle planning and helps establish common and consistent retention policies across all system members</li> <li>Identifies cost savings through timely destruction planning</li> </ul>

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**IRON MOUNTAIN®**  
 745 Atlantic Avenue  
 Boston, Massachusetts 02111  
 (800) 899-IRON

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