

# PACK AND PREP SERVICE

## ORGANIZE YOUR RECORDS WITHOUT LIFTING A FINGER

### DID YOU KNOW?

NEARLY TWO-THIRDS OF COMPANIES (63 PERCENT OF SURVEY RESPONDENTS) HAVE RECORDS THEY WOULD LIKE TO STORE OFFSITE BUT ARE NOT DOING SO BECAUSE THEY DON'T HAVE THE RESOURCES TO PREPARE THE FILES AND CARTONS.

SOURCE: COLEMAN PARKES RESEARCH, JANUARY 2018. SURVEY CONDUCTED ON BEHALF OF IRON MOUNTAIN.

### BUSINESS CHALLENGE

Records and information are of great value to your organization. But they can also pose significant risk if not properly managed and securely stored. Records inconsistently stockpiled around the office – in cartons, filing cabinets, open shelving and other storage areas – can cost your organization more than you think.

- ▶ Records not stored in compliance with internal and external requirements can lead to regulatory violations, fines and data loss.
- ▶ When records are not properly stored with access controls in place, they are made available to all employees – not just those who require access. And this could result in sensitive information getting into the wrong hands.
- ▶ Records can easily be lost or stolen when you don't require historic tracking of which employee has taken which record.
- ▶ Without a proper classification and indexing system in place, you'll struggle to find what you need when you need it.
- ▶ Records kept longer than their retention requirements can increase audit and litigation risk.
- ▶ Paper records might be taking up space that could be used for higher-value purposes.

So, what should you do? You can't leave critical business assets lying around the office. They need to be reviewed and either securely stored or securely destroyed in accordance with retention policies. But in today's fast-paced world, is reviewing aging information and properly preparing it for an offsite move the most efficient use of your time?

### WHAT IF YOU COULD

- ▶ Enable records and information management (RIM) program compliance and ensure all records are managed per your policies?
- ▶ Keep your resources focused on day-to-day business tasks and larger goals, such as digital transformation, while a trusted, experienced vendor handles your paper records?
- ▶ Organize, pack, RFID tag and index paper records as you move to a more digital way of working?
- ▶ Assess your active files and perform select purging (that is, remove the files from an active/high-cost storage environment to a lower-cost storage environment) and shifting in accordance with your retention policies?
- ▶ Gain space by moving the records you need offsite and shredding those you don't?

## IRON MOUNTAIN® PACK AND PREP SERVICE

A leader in records and information management practices, we know there's more to managing your records than simply putting them in a box and moving them offsite.

**Our specialists will help you sort your onsite records inventory and purge, pack and provide point-to-point transfer of cartons and files from your facility to Iron Mountain Record Centers. We can pack your records into standard Iron Mountain RFID-ready storage cartons and collect metadata to describe their contents – with an option to individually list each file in the carton.** You will only move what needs to be retained by securely shredding records that have reached the end of their retention period and are eligible for destruction.

### AVAILABLE SERVICES

SERVICE	WHAT WE DO	HOW IT HELPS
<b>Records Packaging</b>	Pack cartons from desks, cabinets, storage rooms or open-shelf filing.	Organizing paper held onsite helps ensure that no records are stored beyond their retention schedule, which exposes you to audit and litigation risk.
<b>Records Indexing</b>	Index, label and prepare records for storage.	Tagging records helps you understand the records in your inventory as well as their age and status.
<b>Records Transmittal</b>	Review carton contents and capture associated metadata.	Reviewing carton contents helps ensure all relevant metadata is captured, so you can quickly search and retrieve records when needed, as well as ensure that records are managed appropriately throughout the information lifecycle.
<b>Records Removal (Purging)</b>	Remove specific files from a broader collection of files based on status or a trigger event. These records are then moved offsite to secure storage or destroyed based on your retention policies.	Identifying and removing active or inactive records from your inventory makes room for newly created files while lowering cost and risk.

### HOW IT WORKS

Iron Mountain Pack and Prep Service will help you manage your records according to your unique business requirements. Whether you opt for a one-time, periodic or ongoing project, our records management professionals have the expertise you need.

Once we agree on the project requirements and create a Scope of Work (SOW), our professionals will manage the project from start to finish, allowing your staff to stay focused on day-to-day business operations and high-level goals. And don't worry about the security of your information – we provide regular updates, from pickup through storage or destruction, so you'll always have confidence that your records are handled with care.

## WE PROTECT WHAT YOU VALUE MOST™

800.899.IRON | [IRONMOUNTAIN.COM](https://www.ironmountain.com)

## WHAT YOU GAIN

With Iron Mountain Pack and Prep Service, you gain peace of mind knowing your records are managed professionally by employees who are experts in handling records of all formats. You'll be able to organize records inventory to reduce audit risk, create a legally defensible records program, drive RIM program compliance and accelerate digital innovation.

For more information, contact Iron Mountain at **800.899.IRON (4766)**. For access to additional tools and insights, visit [www.ironmountain.com](https://www.ironmountain.com).

