

INDUSTRY FACT:

31% of organizations report that 'translating the policies into system rules' are one of their three biggest issues in creating an information governance policy.

Accessible and Secure - Best Practices for Automating Information Governance; AIIM

SOLUTION BRIEF

IRON MOUNTAIN® POLICY CENTER SOLUTION PROFESSIONAL EDITION

BUSINESS CHALLENGE:

You're responsible for making certain that your organization can meet your external regulatory and internal operational requirements. This means keeping your retention schedule up to date to comply with laws and regulations so you can legally dispose of information when it's no longer required. That's challenging when the rules are constantly changing and you lack automated tools to enable employees to understand what's required of them across all geographies and industries in which you operate.

HOW THIS AFFECTS YOU:

- > You're spending time and resources tracking regulatory changes instead of focusing on more strategic initiatives.
- > You're incurring unnecessary cost and risk by keeping information for longer than is required for legal, regulatory or business purposes.
- > You have limited or no ability to communicate policy changes to information owners across the wider organization.
- > Receive online alerts of new retention requirements as laws change that affect your retention schedule so you can easily keep it up to date?
- > Provide online visibility into the latest version of your retention schedule so you can easily communicate policy changes globally across your organization?

WHAT IF YOU COULD:

- > Work with our expert Advisory Services team to help you customize your retention schedule?



POLICY CENTER PROFESSIONAL EDITION

ADVISORY SERVICES

Our Advisory Services team with deep IG expertise will guide you through the process of creating or revamping your records retention schedule as part of the IG Program Development service. You'll be able to customize your retention schedule to align to select industries and geographies in which you operate. You'll receive expert guidance on how to optimize your records classification scheme based on best practices, the level of granularity you need and your risk appetite. You'll work together to define your subscription to legal research on updates to retention requirements based on where you operate and the types of law required to support your retention program.

POLICY CENTER

You'll be able to develop, maintain and distribute your retention policy online through the user-friendly, cloud based **Policy Center** portal. As laws change, you can count on high quality research from our international network of law firms to know how changes impact your organization. Available as a subscription service, you'll receive a feed of continuously updated, fully cited and summarized retention requirements drawn from changes to law in the jurisdictions and industries that impact your business.

After reviewing the updates, you can authorize to automatically map the updated requirements into your record class structure and update your rules accordingly. Employees in your organization can easily access the latest version of your retention schedule online, using custom views and advanced search to filter to only the retention guidelines that apply to them. You also have the option to connect policy to your content infrastructure through an open application programming interface (API).

COMPLEMENTARY SERVICES

For complete customization of your global retention schedule you can upgrade to the most advanced version of the platform **Policy Center Enterprise Edition**, offering unlimited coverage of countries and industries based on your organization's needs.

With up-to-date and connected retention and privacy policies, you're in a good position to clean up your legacy content through our **Content Classification service**, leveraging our proprietary classification rules database that systematically calculates destruction eligibility according to your retention schedule. You can unlock the power and value hidden in your data, both physical and digital, through **Iron Mountain Insight®**. Our cloud-based content services platform can help accelerate digital transformation, reduce risk and drive compliance, while allowing you to focus on the analysis needed to empower business decisions. Policy Center is also integrated with our **Iron Mountain InSight®** and **Workflow Automation™ powered by Hyland solutions**.

When your documents have met your organization's requirements of retention, our **Secure Shredding Services** will enable you to destroy them, confident that you are complying with regulations governing information destruction. For information you'll be retaining, you can use our **Secure Storage Services** to secure and protect your valuable physical records and documents and wrap a records management program around them. You can use our **Document Scanning Services** to have paper documents scanned and indexed, with metadata applied, for easy data retrieval.

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

ABOUT IRON MOUNTAIN:

Iron Mountain Incorporated (NYSE: IRM) is the global leader for storage and information management services. Trusted by more than 230,000 organizations around the world, Iron Mountain boasts a real estate network of more than 85 million square feet across more than 1,400 facilities in 52 countries dedicated to protecting and preserving what matters most for its customers. Iron Mountain's solutions portfolio includes records management, data management, document management, data centers, art storage and logistics, and secure shredding to help organizations to lower storage costs, comply with regulations, recover from disaster, and better use their information. Founded in 1951, Iron Mountain stores and protects billions of information assets, including critical business documents, electronic information, medical data and cultural and historical artifacts. Visit www.ironmountain.com for more information.

WHAT YOU GAIN

- > Personalized support from our expert IG Advisory Services team
- > Online portal to stay up to date on legal retention guidelines, personalize your records classes and modify your retention rules
- > Fully cited and summarized retention requirements, updated continuously as laws change
- > Ability to share policy with content infrastructure and key stakeholders
- > Confidence to dispose of information and simply store only what you need so you can quickly access what you need when you need it and reduce risk of fines