



# GOING PAPERLESS: THE BIG STEP TO MOVE YOUR SMALL BUSINESS FORWARD

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## INDUSTRY FACT

76% CHIEF STRATEGY OFFICERS SAY THEIR DIGITAL BUSINESS TRANSFORMATION IS LESS THAN 50% COMPLETE

2018 GARTNER STRATEGY DIGITAL DISRUPTION MODEL

Going through a global pandemic brought about major changes in how businesses operate. With a significant number of companies moving to a remote workforce, digital file access has become paramount. Many companies are now seeking to transform their organizational processes starting with converting paper files to digital formats.

Small businesses that skip going digital and stick with paper put their operational processes at risk. We've seen all types of companies go paperless to get current and keep their competitive edge.

No matter the size of your company, file digitization is a smart move for everyone involved, especially in today's world where most people are working virtually.

## REMOTE, BUT CONNECTED

Working remotely is not a new concept. Before COVID-19, many small businesses had some portion of their workforce offsite. **Upwork research actually shows** 69% of younger managers already have remote workers on their teams.

During the pandemic, a **Gartner HR survey** found at least 81% of employees were working remotely. Post-COVID, 41% of employees are likely to work remotely some of the time. Requiring large, dispersed groups of employees to work full-time at the office on paper-only documents is no longer realistic for successful businesses.

It's imperative that everyone has instant access to **workplace documents in a digital format** that can be easily shared. Otherwise, paper will cause real roadblocks.

### 3 REASONS WHY PAPER HAS TO GO

With so many remote workers and the shift to a hybrid work style, having a paper-only document approach just doesn't make sense anymore. To enable a streamlined approach for every business function, converting all physical documents to digital formats is vital.



**Wasted money, space and resources:** The cost of making and storing physical records is an unnecessary expense, along with the time employees spend searching paper records.



**Slow customer service:** By eliminating paper, businesses can streamline and expedite their customer service capabilities. Digital documents allow instant access to employees from multiple departments.



**Extreme inefficiency:** Traveling to the office to read or borrow paper files is a barrier to any businesses' productivity. Through the digitization process, any employee can access any document needed any time of day.

An information overhaul starts with scanning and digitizing physical records and ends with storing them off-site or destroying them completely. When small businesses complete these steps, they're well on their way to **going paperless**, reducing waste, improving productivity, and boosting customer and employee satisfaction.

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#### ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 220,000 organizations around the world, and with a real estate network of more than 85 million square feet across more than 1,400 facilities in over 50 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centers, art storage and logistics, and cloud services, Iron Mountain helps organizations to lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working. Visit [www.ironmountain.com](https://www.ironmountain.com) for more information.

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