

## Electronic Information Solutions

### Making your information work for you

Iron Mountain's Electronic Information Solutions use the latest technology to help customers deliver improved business processes.

Purchase invoice processing, mailroom management and other incoming document processes can greatly benefit from adopting Iron Mountain's image and data capture technologies regardless of whether data is structured or unstructured in format.

Iron Mountain can link information flows through client sited file tracking systems into our Electronic Document and Records Management System (EDRM) and/or into Iron Mountain's digital archive solution.

Using the latest technologies, Iron Mountain delivers efficient, secure and compliant electronic information solutions. This can realise the potential of the information that resides in everyday business processes, by capturing the metadata that exists within the source documents that drive those processes.



#### HOW CAN I OPTIMISE EFFICIENCY?

Iron Mountain enhances processing efficiency and saves money by capturing metadata from structured and unstructured data within standard business processes. This is fed into electronic information systems from which the value of the information can be realised, removing the requirement for resource intensive key from image processes within the client's own operating environment.

#### HOW CAN I ENSURE COMPLIANCE?

Iron Mountain's service offerings are founded on the four pillars of a compliant records management programme, promoting consistency, accountability, adoption and accessibility. Compliance to legislation such as the Data Protection Act and the Freedom of Information Act and Sarbanes Oxley is fully supported.

#### HOW CAN I ENSURE TRACEABILITY?

Iron Mountain solutions are based on records management best practice, so records are easily traceable, demonstrating good information governance. Full disclosure and visibility is ensured, making it easy to comply with audit requirements.

*"Iron Mountain enhances processing efficiency and saves money."*

#### WILL THE SYSTEM BE STANDARDISED?

Iron Mountain uses standard operating platforms internally and within the client business, ensuring a consistently high level of service when managing information, regardless of location. This global infrastructure can support remote access to information so you can always be in control of your data wherever you are in the world.

**WILL MY SOLUTION BE FULLY INTEGRATED?**

Iron Mountain electronic information solutions use systems integration to link information based workflows using existing, shared or bespoke infrastructure, and are fully scalable to the business requirement.

**WILL MY DATA BE SECURE?**

Iron Mountain ensures data integrity to international security standards, mitigating risk whatever the jurisdiction. The company is an industry leader in defining levels of both physical and network security, to ensure that information is protected at all times.

**ABOUT IRON MOUNTAIN**

Iron Mountain is the world's leading provider of outsourced records and information management services. The company's mission is to protect its customers' information and through the provision of efficient information workflows and technologies, to enable them to achieve compliant information management.

Iron Mountain offers records management services for both physical and digital media, disaster recovery support services, document process outsourcing services and consulting – services that help businesses drive efficiencies and manage risks associated with legal and regulatory compliance, protection of vital information, and business continuity challenges.



AN EXAMPLE OF A HIGH TECH  
IRON MOUNTAIN SCANNER

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Iron Mountain operates in major markets worldwide, serving thousands of customers throughout the UK, Europe, U.S, Canada and Latin America. For more information, visit our website at [www.ironmountain.co.uk](http://www.ironmountain.co.uk)

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