

ELIMINATING INFORMATION MANAGEMENT HIDDEN COSTS

.....
Information growth never stops. Your challenge is to manage all your information assets - both paper and digital - in addition to the people, infrastructure, policies and procedures required to keep organized, stay compliant, reduce risk, and keep all costs low for your company. The good news is that Iron Mountain can help you in all these areas.



SIX STEPS TOWARDS ELIMINATING INFORMATION MANAGEMENT HIDDEN COSTS

Read our six steps below to learn how to maximize business process efficiency.



ORGANIZE To reduce the cost of handling information management in-house, keep only those paper and electronic records necessary to support critical business processes and meet regulatory requirements.



ASSESS Understand more clearly how your employees are spending company resources to manage information stored in-house. Consider a third party audit or assessment to discover where you have associated costs.



DEVELOP Develop a legally credible records retention schedule so you can track when specific paper or electronic records in your archives reach their "end of life".



IMPLEMENT Implement a company-wide, strategic information management plan. That includes purging records at the end of their retention schedule and improving your litigation readiness to minimize risk, fines, penalties or unplanned costs, such as massive eDiscovery bills.



MANAGE Ensure that your plan addresses the ongoing people and infrastructure costs to manage your company's information. If your budget is limited, consider partnering with a records management service provider who can help offset the costs of performing these tasks in-house.



AUDIT Regular audits of your information management program will help protect you from unplanned and spiraling -among other things- expenses caused by storing records past their retention period.

TOP FIVE COST SAVING TIPS OF INFORMATION MANAGEMENT

1 TURN DOWN THE VOLUME

Reduce the cost of storing ever-growing quantities of paper and electronic records by keeping only what records are necessary to support critical business processes and meet regulatory requirements.

2 ACCELERATE EDISCOVERY

Litigation makes the timely and accurate discovery of records a necessity. Companies can minimize staff labor costs by leveraging technology-based solutions that can accelerate the process of locating and accessing records requested in litigation proceedings.

3 PROTECT YOUR BEST ASSETS

Make it a priority to protect vital information. The inability to produce records, such as articles of incorporation, patents, or contracts, could lead to lost business.

51%: the number of professionals that had a major (and costly) information management issue this year.

TRENDS IN DRIVING COSTS SAVINGS
IRON MOUNTAIN SURVEY, 2011

4 TIER YOUR INFORMATION

A hierarchical storage approach is a great tactic for controlling the costs associated with maintaining information of varying types. For example, separate the frequently accessed files that must be kept in primary storage from those that can be moved to a less-expensive archive.

5 DO IT YOURSELF WITH CAUTION

Moving away from a DIY approach can eliminate many of the costs incurred from time spent handling, searching for, or storing information yourself. Outsource some or all of these tasks to a qualified provider capable of handling them on your behalf.



**Schedule a Meeting with an
Iron Mountain Professional Today.**

**CALL 1-800-899-4766 OR VISIT
WWW.IRONMOUNTAIN.COM**