

THE DEEPER VALUE OF DIGITIZATION



The true value of digitizing your paper records goes beyond productivity and security. Digitization enables a greater depth of digital maturity. Take a deeper dive into digital transformation and fathom just how much impact working more digitally can really have.



ACCESS

- > Digital records can be accessed immediately from any location.
- > Your workforce can collaborate remotely and in real time.
- > A remote workforce requires much less in-house space, enabling you to reduce your real estate footprint.



COMPLIANCE

- > Digital records indexed with metadata are easier to map to a retention schedule than paper documents.
- > A retention schedule makes routine destruction possible.
- > Routine destruction lowers the potential for a data breach and helps keep your organization compliant.



PRODUCTIVITY

- > Converting formerly paper-heavy processes to digital workflows increases efficiency and cuts costs.
- > Digital workflows severely reduce processing times and human errors. More work gets done faster and with fewer mistakes.
- > Internal partners and customers get quicker, more accurate results.



INNOVATION

- > Digital transformation demonstrates that your culture is evolving to keep up in the digital age.
- > Working more digitally in one department or workflow will spark ideas on how to improve processes in other parts of your organization.
- > Early successes in digital transformation prime your organization for more advanced solutions - like artificial intelligence and machine learning.

TRANSFORMATIVE SOLUTIONS FOR A DIGITAL AGE

There is no perfect pathway to digital enlightenment - each organization approaches the challenge of how to work more digitally from a different perspective. Wherever your organization may be on the long road to true digital maturity, Iron Mountain has the solutions, technology and expertise necessary to help you evolve further.

Click a circle below to learn more.



SOLVE: DIGITAL SOLUTIONS

SC Document Imaging/Scanning

Configurable and flexible solutions built around your organization's needs and the way you work.

> Day Forward Scanning

Scan, index and convert your paper documents when they are produced or received in the normal course of business.

> Backfile Scanning

Quickly convert legacy paper records to digital files, prioritizing conversion by your specific needs.

> Image on Demand

Scan only the records you need, when you need them. By selectively scanning only the portions of the record that you need, you can significantly reduce conversion costs.

ST Digital Storage

Iron Mountain Insight® Essential Edition enables you to take the first step on your digital transformation journey by providing a subscription solution that combines scanning of physical documents and digital storage in a secure cloud repository. You have the option to ingest documents from other digital repositories.

EVOLVE: INFORMATION GOVERNANCE (IG)

WA Workflow Automation

Capitalize on digitization by making processes more effective and efficient. Increase accuracy and reduce administrative burden by automating back office workflows including human resources, contracts management and accounts payable/receivable.

AS Advisory Services

The most experienced IG consultancy in the industry will help you optimize retention, privacy, compliance, content classification and risk management practices. You can even have your own IG experts placed in your organization for short- or long-term projects.

PC Policy Center Solution

Manage your compliance responsibilities with a legally defensible and always current retention schedule. Through an intuitive web-based dashboard, you can easily demonstrate compliance with current regulations, make edits to record classes and share the policy to drive compliance across the organization.

Speak with an Iron Mountain Solution Specialist today.

Call 1-800-899-4766

