

YOUR RETENTION POLICY, CURRENT... EVERYWHERE



FEDERAL INDUSTRY FACT:

87% of federal agencies believe their retention schedules need improvements.

- SOURCE. 2013/2014 INFORMATION GOVERNANCE BENCHMARKING SURVEY: US FEDERAL GOVERNMENT. COHASSET ASSOCIATES. ARMA INTERNATIONAL. AIIM.

AGENCY CHALLENGE

Information managers across the government struggle with their records retention schedule in three ways: keeping up with the latest rules and regulations for records retention, applying these rules to content infrastructure, and communicating these changes to employees.

When you rely on manual, time-intensive processes to research, update, and communicate changes to policies, you leave your agency at risk of non-compliance. Using a piecemeal compilation of spreadsheets to maintain policies, classification schemas, and retention schedules is problematic. As a result, you may be handcuffing the expected benefits of your information management program, making it difficult to mine records for mission insights that deliver real, bottom-line value.

HOW THIS AFFECTS YOU

- ✓ Limited knowledge base to build and curate your own legally defensible retention schedule
- ✓ Inconsistent policy application and change tracking documentation
- ✓ Manual placement of the rules and regulations across your agency's content infrastructure
- ✓ Limited ability to communicate policy changes agency-wide

WHAT IF YOU COULD...

- ✓ Apply continuously updated retention guidelines delivered automatically to keep your agency in compliance with the latest regulations?
- ✓ Systematically share retention schedules with your content infrastructure from the cloud through a standardized integration connector?
- ✓ Synchronize your records management enabled systems to ensure that policy is being consistently applied to content regardless of format or location?
- ✓ Centralize change management and version control through collaborative discussion threads with all stakeholders?

YOUR POLICY, CURRENT... EVERYWHERE.

You can achieve automated information lifecycle management by centralizing your policy application and eliminating neglected periodic records retention schedule refreshes. With the Iron Mountain® Policy Center, you can build relevant regulations and rules proactively which allows you to automatically implement and communicate new policy rules and guidelines to all employees and RIM-enabled systems across your enterprise.

IRON MOUNTAIN POLICY CENTER

This subscription-based records retention schedule solution allows you to create automated, up-to-date retention guidelines for your agency captured from the NARA General Records Schedule, which provides for the disposal of certain records common to most offices in federal agencies. And the Policy Center is flexible, so you can create further retention guidelines that are specific to your agency's records requirements as well. You will be able to systematically update and share your retention schedules with your content infrastructure through standardized integration connectors. You can uniformly apply your policies and retention schedules accordingly – giving your agency a legally defensible records management policy across the enterprise.

Accelerate your information management program with these additional services:

- Onsite Professional Services
- Data Integrity Service
- eRecords management and training
- Technology optimization
- Change management
- SharePoint® content migration
- Data migration
- System and application decommissioning
- System integration

WHAT YOU GAIN

- ✓ Automated retention guidelines developed by you built from NARA's General Records Schedule
- ✓ The ability to create and centrally manage agency-specific retention schedules
- ✓ Full audit trail, including role-based permission and security
- ✓ Continuous maintenance updates delivered by you online
- ✓ Available customer service for support
- ✓ Electronically stored information (ESI) and data location mapping
- ✓ Advanced filtering and searching

Iron Mountain® Policy Center



- ✓ Manage Sources
- ✓ Establish Retention
- ✓ Publish Schedules

ABOUT IRON MOUNTAIN

About Iron Mountain Iron Mountain Incorporated (NYSE: IRM) is a leading provider of storage and information management services. The company's real estate network of over 67 million square feet across more than 1,000 facilities in 36 countries allows it to serve customers around the world. And its solutions for records management, data management, document management, data center management, and secure shredding 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 business documents, backup tapes, electronic files, and medical data. Visit www.ironmountain.com for more information.

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