

## Off-site Active File Management Solutions



### Increase consistency, enhance compliance and reduce cost

*Many organizations currently store and manage active records using their own facilities and staff, while sending inactive records off-site to be stored at an Iron Mountain facility. With growing frequency, active file management is also being shifted off-site, taking advantage of Iron Mountain's infrastructure, expertise, and staff resources.*

#### ENSURING CONSISTENT PRACTICES

For organizations that struggle to manage their active documents in several locations – often while relying on part-time records managers – outsourcing the task to Iron Mountain ensures files are consistently managed using best practices and in line with compliance requirements.

Furthermore, given the high cost of real estate, especially in prime office locations, off-site file management can reduce document storage expenses. With the growing use of Iron Mountain's Image Archive and Image on Demand services, documents can be accessed and distributed in electronic format, making on-site storage of physical records less necessary.

With Iron Mountain's off-site hosting and management of active files you can:

- Provide convenient, reliable access to files on a 24/7 basis
- Ensure broader yet more controlled access
- Reclaim valuable real estate in your facilities
- Reduce document management costs
- Ensure consistency and compliance in your program
- Enhance continuity between on-site and off-site file management
- Ensure an unbroken chain of custody

#### MANAGING PHYSICAL AND ELECTRONIC DOCUMENTS

Iron Mountain can provide integrated off-site management of all your active files, including your original paper-based documents and archived images and can also provide on-demand images of documents with low retrieval activity. In fact, Iron Mountain can often distribute documents faster than a physical document can be retrieved from an on-site file room.

Off-site active file management capabilities include:

- Physical records storage, including open-shelf and boxed storage
- File completion verification
- Drop filing and versioning
- Scheduled deliveries of physical records
- Diverse options for delivery of electronic versions of documents

#### OFF-SITE BUT NEVER OUT OF SIGHT

While file management is handled off-site by Iron Mountain, you never lose sight of your files. Convenient, web-based access to your records management environment is available 24/7 via the Iron Mountain Connect™ portal.

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