![Iron Mountain®]

IRON MOUNTAIN'S ACCUTRAC® STANDARD EDITION: RULE YOUR INFORMATION – TAKE CONTROL

INDUSTRY FACT:

66% of knowledge workers indicated that they spent at least 15% of their day searching for information.

SOURCE: DELPHI GROUP. "THE HIGH COST OF KNOWLEDGE." 2010.

BUSINESS CHALLENGE

Every day the total amount of data your company stores increases exponentially and is stored either onsite or offsite with a third party. A proper records and information management program helps ensure that your data is protected and meets compliance and regulation requirements. Even though you have a policy in place, chances are it isn't being enforced or is ignored, leaving your information and company at risk. You're unable to locate records due to the lack of proper metadata – information kept both onsite and offsite aren't linked together for easy access – costing your company both time and money. Not to mention, retention periods aren't being upheld due to fear of non-compliance – costing you even more money.

HOW THIS AFFECTS YOU

✓ Metadata is either not being used or updated accordingly, making it hard to locate records when you need it most.

✓ The highest level of Information Governance is not being met, putting your information at risk.

✓ Retention policies aren't being applied, which can be time consuming and costly.

WHAT IF YOU COULD...

✓ Have a single, unified system of record to track, manage, and apply policy to your records?

✓ Gain access to all of your information using a consistent process?

✓ Maintain control over your records management by managing your records throughout their entire lifecycle?

IRON MOUNTAIN ACCUTRAC RECORDS AND INFORMATION SOFTWARE: STANDARD EDITION

Accutrac Standard is pre-configured records management software that gives you complete control over managing your records, enabling you to manage your records throughout their entire lifecycle. Accutrac Standard is designed for organizations, like yours, with basic records management requirements. Accutrac Standard can be configured based on your requirements to manage onsite records and records stored with Iron Mountain – and link both your onsite and offsite records together in one interface.

ADVANCED RECORDS MANAGEMENT FEATURES

Accutrac Standard gives you the standard features you would expect with records management software, such as the ability to check in/check out an item, add and edit metadata, search and retrieve records, create and apply policies across records types, and basic reporting, but it also gives you:

ACCUTRAC RECORDS AND INFORMATION MANAGEMENT SOFTWARE	STANDARD
Hosted	✔
On Customer Premises	✔
Physical Records Management	✔
Onsite Item Tracking	✔
Retention Management	✔
Iron Mountain SKP	✔
Iron Mountain SKP Inventory	✔
Other Data Sources	Max 2
Max Number of User Licenses	200
User Roles	Max 5
Entity Hierarchy	Max 3
Item Type Set Up	Max 3

AVAILABLE PLATFORMS

Accutrac Standard can be installed onsite or hosted in Iron Mountain's cloud. Our onsite solution uses your hardware and infrastructure to install Accutrac software within your organization. After installation, Iron Mountain helps you set up Accutrac, train users, and understand how to manage the solution going forward. Accutrac's cloud-based hosted services are similar to the software you have installed onsite, but now you can log in to your application through the Internet. Hosted environments are ideal for customers who don't have the time or resources to install and maintain software themselves.

WHAT YOU GAIN

✓ A single system of record that can handle all your records regardless of location and status giving you more efficiency and more control with less total cost.

✓ The ability to locate, access, and deliver records when you need it most.

✓ The peace of mind that you're protecting your information throughout its lifecycle.

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