

## Image Archive Solutions



### Enabling anytime, anywhere access to records

Deploying an image archive is a well-established way to help your organization apply the benefits of electronic communication and collaboration to traditional paper-based practices. By converting paper records to digital images and delivering them on an image archive platform, you can allow users to access and distribute essential business records more quickly, easily, and securely.

For many companies, though, the time and resources needed to plan, deploy, and support an in-house image archive are prohibitive. That's why they turn to Iron Mountain. With this hosted service, Iron Mountain provides your organization with a high-capacity, high-availability Image Archive that stores digital copies of business documents in many different formats. Sophisticated search tools and rapid retrieval capabilities allow authorized users to quickly access records on a 24/7 basis via the Internet.

Image Archive combines the benefits of an outsourced solution with the strengths of Iron Mountain's records and information management.

#### **FLEXIBLE CONFIGURATION**

Organizations differ in how they file and access documents. Iron Mountain's Image Archive supports these differences. Each application can be uniquely configured to reflect your requirements and the way you do business.

#### **ANYTIME/ANYWHERE ACCESS**

An Iron Mountain solution provides your office, mobile, and remote workers with 24/7 access to business records, from any system with a web browser. No special client software is required. Storage and access is provided for many document types, including scanned images, report data, electronic business documents, voice, pictures, and others. With suitable authorization, retrieved documents can be viewed, printed, emailed, or saved to a local folder.

#### **DISASTER RECOVERY AND BUSINESS CONTINUITY**

An Image Archive solution helps ensure your organization has uninterrupted access to key records after a disaster, even if your facility is destroyed and employees need to relocate to a different site. Your hosted system is housed offsite, at a highly secure Iron Mountain facility, where continuity is ensured by redundant, mirrored IT systems and redundant Internet connections and communication links.



#### **ENHANCED SECURITY**

It's difficult to ensure the privacy and confidentiality of paper-based records, which may be handled by many different people and are easily copied or stolen. In contrast, Image Archive lets you control user access through login and password requirements. Administrators can apply permissions to control which users can read, revise, and delete sensitive records. Secure document transmission is assured through encrypted Internet links, and audit trails provide a record of user activity, further enhancing accountability.

**PROCESS EFFICIENCIES AND COST SAVINGS**

You'll speed up business processes and increase productivity by giving your workers fast, easy access to the information they need to do their jobs, including the latest revisions of documents. With users having access to digital copies, original records can be stored offsite or destroyed, saving on records storage costs and reclaiming valuable real estate space for other uses.

**COMPLIANCE**

By supporting a consistent approach to records management across all departments and distributed locations, an Iron Mountain solution can help ensure compliance with regulatory requirements. Some examples include requirements to maintain offsite copies of specific records (production logs, environmental studies, pharmaceutical drug testing, etc.) and requirements for retaining business records for purposes of accountability and transparency.

**RAPID DEPLOYMENT WITH NO CAPITAL EXPENSE**

Iron Mountain's experts are familiar with many business processes and able to help you define the specifics of your solution and activate service in short order. Our hosted solution requires no upfront investment for hardware, software, integration, or ongoing management and maintenance. Image capture and indexing can be handled by your in-house staff or outsourced to Iron Mountain.

**FEATURES AT-A-GLANCE**

- Speeds processes and enhances productivity by providing users with fast, convenient access to active records from any system with a web browser
- With your solution hosted at an offsite location and mirrored on redundant systems, disaster recovery and business continuity are strengthened
- Multiple security features protect sensitive records from being accessed by unauthorized users
- Reduces requirements for onsite records storage, thus reducing costs and freeing up floor space for other uses
- Compliance is enhanced by applying records management practices in a way that is consistent, secure and well documented

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