

# A Business Partner Solution for the Cross Industry Sector

*Unified Records Management for Physical and Electronic Records*

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## Iron Mountain

*Accutrac Connector for IBM InfoSphere Enterprise Records*

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### Technology Description

Iron Mountain's Accutrac®, integrated with IBM InfoSphere Enterprise Records (formerly IBM FileNet Records Manager), certified against the DoD 5015.2 V3 standard for Records Management, gives enterprises a common view into all their records – both physical and electronic – so they can be consistently and accurately managed in accordance with policies.

Companies can now manage classification, retention and holds across physical and electronic records through a unified solution and can be uniformly executed and enforced against all record inventories.

With this solution, customers can unify the versioning, collaboration and digital access capabilities that are core strengths of the IBM FileNet P8-based software and the automated indexing, tracking and workflows for physical records management that are a core Accutrac strength. Sharing a single retention policy and a common classification scheme, the unified solution enables customers to apply and manage retention and litigation holds across all corporate records, through either InfoSphere Enterprise Records or Accutrac. Data is exchanged, not copied, between InfoSphere Enterprise Records and Accutrac and all records remain connected and accessible to the application and processes that created them.

### Features & Benefits

- Improves productivity by providing robust features to facilitate the capture, search, retrieval, and management of physical records.
- Improves users' access to an organization's physical records through a single interface.
- Improves decision-making by ensuring that physical records remain connected and visible to other automated business and records management processes.
- Addresses the risks and costs associated with litigation by ensuring corporate policies are consistently and accurately applied to electronic and physical records.
- Facilitates consistent metadata management across electronic and physical records enabling automated records capture, complex and precise searches, and automatic triggering of key records management processes.



### IBM Segment

- Enterprise Content Management

### Business Function

- Physical Records Management

### Target Industry

- Cross Industry



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For more information, please contact:

## Iron Mountain

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## Value Proposition

By managing all records through a unified solution, companies can better address the costs and risks associated with litigation and compliance by ensuring and demonstrating that policies are consistently and accurately applied to both electronic and physical records. Records managers and other authorized users also gain streamlined access to records, particularly physical records, for improved discovery support. Robust features improve organizational productivity by simplifying the search, retrieval and management of all forms of records from a central location. This unified approach cuts costs by helping to ensure that both physical and electronic records are destroyed in accordance with policy.

The solution also reduces costs and complexity within the enterprise IT infrastructure and eliminates technology risks and reduces costs associated with both initial deployment and ongoing operation.

Today's point solutions require development and maintenance of custom integrations, storage and backup for multiple data silos, and administration of additional hardware, software and licenses. Further, existing approaches often lack robustness and reliability, leading to reduced quality of service to the business. By integrating Accutrac and InfoSphere Enterprise Records, customers have a solution that is highly robust and feature-rich, meeting business requirements for reliability and seamlessly supporting records management and compliance business processes.

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## Company Description

Iron Mountain helps organizations store, manage and protect their records. Iron Mountain specializes in solving customer's records management needs, with expertise and experience to address complex records management challenges such as rising storage costs, records program development, records retention consulting, document conversion services, regulatory compliance and disaster recovery.

