Iron Mountain

SMART REVEAL

Discover what's hiding in your record storage boxes

Identify and make defensible decisions about your records inventory with Iron Mountain Smart Reveal

Business challenge

When records are stored without metadata or descriptive information, it's impossible to understand what you have and make defensible decisions on what to retain, defensibly destroy, or digitize. Collecting the missing information is a painstaking process that requires manually reviewing and documenting the contents of each box. What happens if you lack the budget, staff, expertise, time, and space needed to complete such an extensive project?

How this affects you

Without a thorough understanding of your records inventory—and thus the ability to make defensible decisions—you have no choice but to store records indefinitely. This not only means unnecessary costs and risks, but also limits your ability to find information or quickly respond to compliance obligations, mergers, acquisitions, and divestitures.

Do you...

> store records with few or no box descriptions?

> have boxes with unknown content?

> need to know what's inside these boxes?

> retain these boxes longer than required?

> lack the resources, time and space to figure this out on your own?
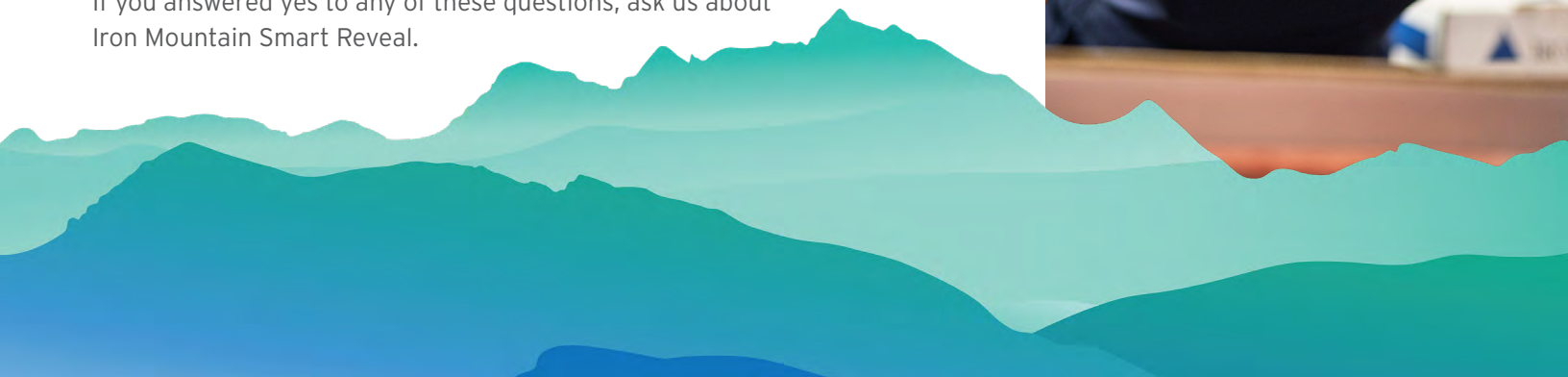
> hesitate to begin a cleanup project?

If you answered yes to any of these questions, ask us about Iron Mountain Smart Reveal.

IRON MOUNTAIN®

Industry fact

Approximately 20% of paper records are stored in boxes with little or no metadata.[*] This makes cleaning up your legacy files incredibly difficult.

*Records Identification and Cleanup Priorities Survey was conducted via a third-party provider in April 2022.

Know your records inside and out

Get the box-level metadata you need to make defensible decisions

Smart Reveal is a cost-effective solution that provides both photos and information about boxes of records stored with unknown contents so that you can make informed decisions on what to do: retain, defensibly destroy, update metadata, assign ownership, digitize records, or whatever you require.

The Smart Reveal solution takes pictures of the outside of each box plus an aerial view to help determine what's inside. The solution provides existing historical metadata so that you will have what you need to assess the contents of each box and make an informed decision about the appropriate action.

These actions include:

> Instantly updating box-level metadata and descriptions

> Destroying select boxes

> Assigning rightful ownership

> Sending boxes to data entry for listing

> Shipping boxes for further review

> Digitizing documents

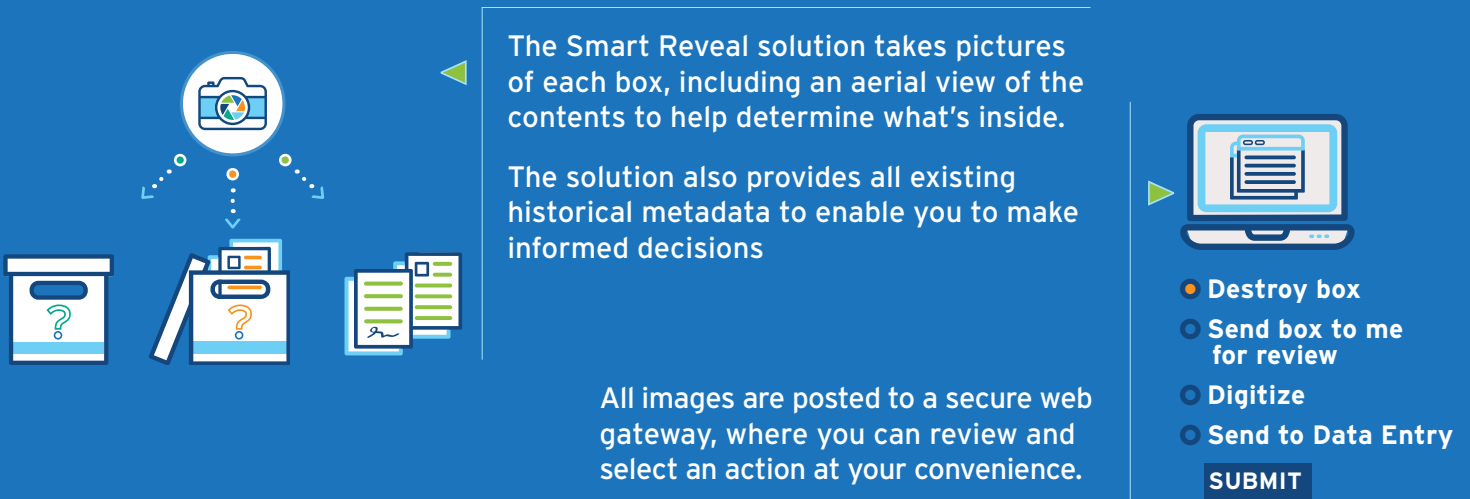> Customizing photo quantity and angles for your review

To meet your requirements, we can customize the number of photos taken and provide various views.

Achieve record inventory clarity with Smart Reveal:

> Know what you have so that you can make defensible decisions and take the appropriate action with your stored boxes of records.

> Support defensibility with updated and accurate box-level descriptions.

> Find what you need with updated metadata and descriptions at the box level.

> Make quick and confident decisions about what records to keep, defensibly destroy, or digitize.

> Initiate the destruction process for eligible boxes to reduce storage costs and mitigate legal discovery, audit, and compliance risks.

How Smart Reveal works

We work with you to identify boxes with little to no descriptive data and unknown contents

The Smart Reveal solution takes pictures of each box, including an aerial view of the contents to help determine what's inside.

The solution also provides all existing historical metadata to enable you to make informed decisions

All images are posted to a secure web gateway, where you can review and select an action at your convenience.

- **Destroy box**
- **Send box to me for review**
- **Digitize**
- **Send to Data Entry**
  SUBMIT

Efficient. Cost-effective. Done. Eliminate record blind spots with Iron Mountain Smart Reveal.

Smart Records Cleanup Suite

When it comes to cleaning up your legacy records inventory, we understand that no two boxes are alike and that different circumstances require different approaches. That's why Smart Reveal is just one component of Iron Mountain Smart Records Cleanup Suite, a collection of solutions that, together, address your organization's entire legacy records inventory.

SMART ASSIGN

Have boxes missing record codes? Smart Assign automatically assigns record classification codes according to your organization's records retention schedule.

To learn more visit: ironmountain.com/smartassign

SMART REVEAL

Storing boxes full of unknown contents? Smart Reveal takes purposeful photographs of each box so that you can understand the contents and make informed decisions about the next steps.

To learn more visit: ironmountain.com/smartreveal

SMART SORT

Commingled files? Smart Sort technology reorganizes your files according to destruction eligibility, category, association, or whatever you require—regardless of record storage location.

To learn more visit: ironmountain.com/smartsort

Want to learn more?

Contact your Iron Mountain account manager or visit **ironmountain.com/smartsuite**

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About Iron Mountain

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 220,000 organizations around the world, and with a real estate network of more than 85 million square feet across more than 1,400 facilities in over 50 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centers, art storage and logistics, and cloud services, Iron Mountain helps organizations to lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working. Visit www.ironmountain.com for more information.