

MAXIMIZING BUSINESS PROCESS EFFICIENCY

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Your business must operate like clockwork. Every process drives a specific outcome for your business, therefore when inefficiencies or interruptions creep into established processes the result can be costly. Through years of experience serving 140,000 customers worldwide, Iron Mountain has built a knowledge base of how information management best practices can increase business efficiency while reducing costs.

SIX STEPS TO MAXIMIZING BUSINESS PROCESS EFFICIENCY

Read our six steps below to learn how to maximize business process efficiency.



ORGANIZE Adopt a systematic indexing and filing system for paper and electronic records to ensure employees can locate and access the information your customers request when they ask for it.



ASSESS Identify areas where your current information management practices may be impacting your critical business operations by participating in Iron Mountain's consultative Efficiency Assessment.



DEVELOP Ensure users can access paper and electronic records on-demand by building workflows for "hybrid" records management—situations where records exist in both electronic and paper formats.



IMPLEMENT Implement policies and procedures that articulate how to organize and handle hybrid records properly and communicate these practices to employees to improve the efficiency and accuracy of daily records-related tasks.



MANAGE Ongoing program management is the key to success. If resources to facilitate the ongoing management of your information are limited, recruit the help of a qualified information management service partner.



AUDIT Audit your information management processes to ensure they are working correctly. Self-check audits will help protect you from unplanned interruptions or fines and penalties caused by unrecognized gaps.

TOP FIVE INFORMATION MANAGEMENT EFFICIENCY TIPS

1 ELIMINATE BOTTLENECKS

A bottleneck is created when someone can't find or access what they need. Begin asking of each piece of information, "Is this needed to support a necessary business process?" The answer can help you prioritize the records you create and share each day so the most important information is organized immediately. Eliminating bottlenecks is a great way to keep processes moving smoothly throughout your company.

2 PAPER TO PIXELS

Analyze your workflows to determine where transitioning to digital records would make the most sense. Then, establish a procedure for the timely conversion of paper records to an electronic format.

3 ZOOM IN ON COPIES

Examine your current processes and look for areas where redundant copies of records are draining efficiency. Any situation where multiple copies are created can be refined with the help of centralized, electronic storage that provides company-wide access.

38%: the number of professionals that manage their information internally but not as efficiently as they'd like to.

TRENDS IN DRIVING EFFECIENCY
IRON MOUNTAIN SURVEY, 2011

4 PREPARE FOR THE UNEXPECTED

The unexpected can - and does - happen. Implement disaster recovery processes that ensure that paper and electronic records can be restored following an unplanned interruption to business.

5 STREAMLINE

Test workflows and reduce steps to the least amount of touches, exchanges or approvals to improve throughput to ensure that as volume of activity changes, you can easily adjust to compensate.



**Schedule a Meeting with an
Iron Mountain Professional Today.**

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