



DIGITIZATION IS THE KEY TO EFFICIENCY

INDUSTRY FACT

DIGITIZATION BRINGS EFFICIENCIES TO KEY BUSINESS PROCESSES, INCLUDING IMPROVED COLLABORATION AND THE ABILITY TO FIND INFORMATION FASTER.

PTC STUDY

When you live in a hybrid world of paper and electronic information without a unified view of your information, you and your employees spend precious time searching for what you need. And when you do finally find it, if it's in paper format, you still can't easily access or quickly share with others, especially your remote workforce.

Many businesses are solving these issues by going digital. The reason? According to a [PTC study](#), executives named operational efficiency (40%) and faster time to market (36%) as top benefits of digitizing work.

However, there may also be consequences to not going digital. You will likely tie up resources, as employees can spend 50% of their day looking for paper files. In addition, leaving your operations to manual processes might open the door to security risks, non-compliance fines in the millions of dollars, or avoidable mistakes.

If you're considering adopting a digital approach, here are three steps to get started:

- **Take inventory of the physical records in your possession.** Dedicate a few days to creating an index of files stored in your desks, in filing cabinets, and in closets. Be sure to also look for duplicate records and identify which are correct.
- **Consider which of your physical records should be digitized.** If regulations require you to hold onto certain records, prioritize records that need to be continuously updated.
- **Securely store the records you need or securely shred the files you don't.** Losing documents with sensitive customer information can lead to security risks. Determine which physical records you don't need anymore and securely dispose of them.

[INTERESTED IN ADOPTING A DIGITIZATION STRATEGY? GET MORE TIPS FOR PROPERLY MANAGING YOUR DATA BY VISITING THE INFORMATION MANAGEMENT ACADEMY FOR SMALL BUSINESS TODAY.](#)

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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.

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