



# Bring Order to Chaos; Ensure Compliance and Cut Costs



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ENSURE COMPLIANCE AND CUT COSTS**

**SMART SORT PROVIDES A PATH TO DEFENSIBLE DISPOSITION**

**SORT RECORDS IN A WAY THAT NOT ONLY SUPPORTS DEFENSIBLE DESTRUCTION BUT ALSO ALLOWS YOU TO MORE EFFICIENTLY SEARCH FOR THEM AND FIND WHAT YOU NEED, WHENEVER YOU MAY NEED IT.**

**WHY IS DEFENSIBLE DISPOSITION SO HARD TO ACHIEVE?**

The cost and potential risk of keeping information past retention requirements is high. You need to destroy paper records as they meet retention requirements, but, unfortunately, this is not as simple as it sounds.

Your inventory is most likely stored by policy, patient, or loan number – or some other unique identifier – each with a different destruction eligibility date. This means you are holding on to tens of thousands of paper records simply because you haven't found a cost-effective way to reorganize congested files so that you can confidently make decisions about disposition. As a result, your records could sit in file rooms or on storage shelves in perpetuity.

**UNTIL NOW:**

With Iron Mountain Smart Sort, you can accelerate the destruction of paper records and enable a more compliant, efficient, and defensible records management program.

Our trained records management team will use input from your organization's database and records retention schedule to survey your inventory and identify destruction eligibility at the file level. Then we'll reorganize your records according to destruction eligibility year so that you can confidently destroy information according to policy.



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Access this solution brief to uncover how you can accelerate the destruction of paper records and cut records storage costs.