

Human Resources

Anytime, anywhere access to HR records



Human resource documents contain some of an organization's most sensitive information, making their storage and access both important and challenging.

HR documents are often created on a distributed basis, may or may not be managed centrally, and are referenced by users with different access and security requirements. When organizations have different personnel managing various components of the employee file such as benefits, payroll and the federally regulated I-9, it creates several operational challenges:

Controlling authorizations: HR records usually exist in a hybrid environment, with both paper and digital formats requiring strict access controls.

Distributed and centralized access: Field employees and central management often require access to the same documents for audit and review. Problems or inefficiencies in duplication, mailing and faxing increase costs and raise the risk of inadvertent disclosures and/or lost documents.

Auditing and reporting: If master files are hard to access, users invariably make unauthorized convenience or "phantom" copies. Even when controlled, multiple copies can compromise the integrity of the employee records.

Security and consistency: Securely managing large volumes of active records in a distributed environment is difficult to do in a compliant manner.

Managing labor and real-estate costs: Maintaining large, on-site file rooms, especially at corporate headquarters, requires a significant investment in space and personnel.

GAIN FROM OUR EXPERIENCE

Iron Mountain's human resource solutions provide a comprehensive approach to storing and securely accessing your sensitive records. We apply industry-

leading technology, best practices and rigorous chain-of-custody controls to ensure that your records are both secure and accessible.

First, we analyze your document usage patterns, and then recommend a cost-effective program that provides the right combination of physical storage and document imaging to meet your budgets and goals.

A key advantage of our approach is the Iron Mountain Digital Record Center™ for Images, where we can host your image files in one centralized location while delivering multi-site protected access to any number of authorized users over secure internet connections. You gain the simplicity of having Iron Mountain manage your storage infrastructure, the control you need to monitor, audit and report on document use, as well as information accessibility your organization requires.

Iron Mountain's expertise in physical and electronic security measures and rigorous records management processes can help you implement a successful program that will drive down costs and improve protection of, and access to, sensitive records.

FEATURES AT-A-GLANCE

- **Demonstrated results** — Improved efficiencies, lower overhead, along with faster and distributed access to HR documents.
- **Enhanced security** — Strict access controls to source documents reduce the risk of loss or unauthorized access.
- **Improved auditing and reporting** — Detailed document management with audit trails and reporting support compliance needs.
- **Reduced costs** — Outsourced management of physical and digital documents relieves internal resources, facilities and capital investment.
- **Improved access** — A tailored HR solution improves access to needed documents — with security and control improvements.

Frequently Asked Questions

How do you handle trailing documents for employee files?

Physical trailing documentation can be drop-filed into the appropriate employee folders to consolidate them. If documents are to be imaged, they are scanned and indexed as separate documents using the same scheme as the original file. If using the Digital Record Center for Images, searching for an employee's file will return all documents associated with that employee.

I have four regional offices. Our corporate staff wants access to these employee files, but I want to limit access to these records by region.

We can customize the access based on your security requirements so that only authorized users have access to what they're supposed to see by region or department, in both paper and electronic processes.

Can we keep the I-g's separate?

Iron Mountain can create separate folders for specific document types, and restrict access to only those users who are authorized.

How can I find all of the I-g's?

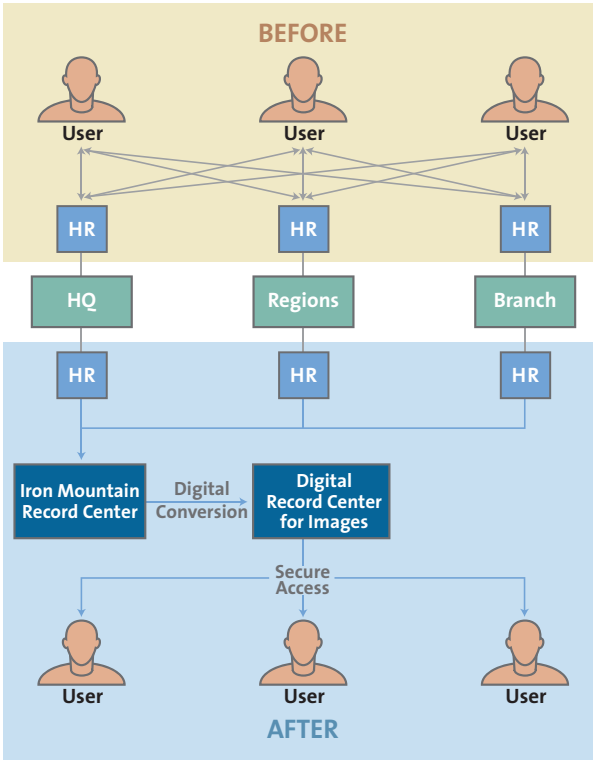
If you have authorization, you can query a database, using document type as the criterion, to find all matching documents.

Do I need to centralize all my files into one Iron Mountain location?

Authorized users can access physical files from anywhere in the country. The process for consistently converting and handling them can be managed from everywhere as well. A successful imaging process can be implemented that fits your business model, whether it's distributed or centralized. Typically, digital storage is centralized, with anywhere access for authorized users.

We are moving to an electronic human resource record, but we currently have many paper-based employee files. The cost of scanning these records may be prohibitive. Are there more cost-effective options?

There are many approaches you can choose, including backfile scanning, day-forward scanning and on-demand scanning. In many cases, Image on Demand, or scanning as you go, may be a lot less expensive than scanning everything at once. We help you choose the best strategy for your needs.



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