

# Case In Point

CASE STUDY

## Iron Mountain's Consulting Services



Leading Insurance Company Turns to Iron Mountain to Develop and Successfully Implement Records Retention Program by Leveraging Technology Tools

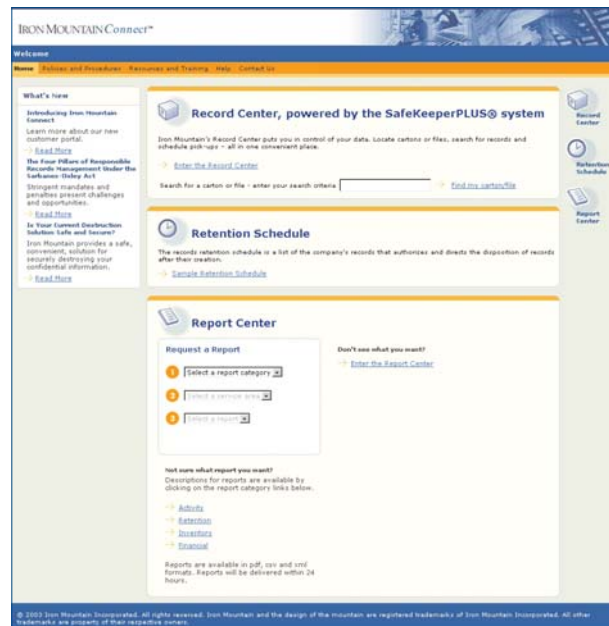
**CLIENT:** Property & Casualty Insurance Company

**CHALLENGE:** Records Management Program Development and Implementation



Iron Mountain's Consulting Services worked with an insurance company that offers an array of property and casualty insurance products to businesses, to design a new Records Retention Schedule that reflected its core business and overall organization. Leveraging our strong knowledge of the insurance industry, we conducted records management surveys with key insurance units to ensure that all records were captured and represented within the soon to be newly created Records Retention Schedule. After Records Retention Schedule design and approval, the program was successfully rolled out and employees were trained throughout the organization.

Iron Mountain's Consulting Services' Intranet implementation tool was used in the implementation phase of the engagement. The proprietary web-based tool was used to house all the components of the client's records management program on its Intranet. It offers features such as the ability to browse the Records Retention Schedule in a number of ways, the ability to conduct keyword searches on the Records Retention Schedule, the ability to use context-sensitive pop-up help screens; and offers access to many useful links. This Intranet tool facilitated publication and distribution of the client's records management program materials to all their employees.



### Contact Us

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