



RECORD DESTRUCTION POLICY - A SMALL BUSINESS AND ENVIRONMENT WIN-WIN

INDUSTRY FACT

“FOR SMALL BUSINESSES, THE TREND IS CLEAR—GREEN, ORGANIC AND ENVIRONMENTALLY FRIENDLY BUSINESSES DEDICATED TO BENEFITING THE COMMUNITY ARE POISED FOR GROWTH.”

CARBON AND MORE

Why do small businesses need a record destruction policy? Every company's records management process is complex which makes it difficult for employees to know:

- Where to locate retired records
- How to protect sensitive record information
- How to use existing records intelligently
- When to destroy unneeded records to mitigate risk and save space

The maintenance tasks for responsible records management go on and on, but at some point, you'll have no more use for some records. In order to destroy them safely for your business, customers and the environment, you need a solid record destruction policy with detailed procedures. This ensures accountability at every stage of the document lifecycle.

THE CASE FOR A RECORDS DESTRUCTION POLICY

While the precise return on investment from having a records destruction policy in place varies from business to business, reducing the amount of money dedicated to storing records you no longer need makes sound business sense.

FREEING UP SPACE IS A GOOD THING

How do you decide which records can go? Some records may not contain particularly sensitive information, but others may hold customer data, confidential information or have special security requirements. You may be legally required to hold onto some records for a certain period of time. For this reason, destroying records responsibly takes careful planning and time.

Here are the first steps to crafting a [record destruction policy](#):

- Categorize the different types of records your company generates
- Identify the records that need special handling
- Develop a record retention schedule that defines how long categories of records should be maintained as active and retained as inactive before they're destroyed
- Determine disposal methods and procedures—what can be put in recycling bins? What must be shredded? Who decides?

Enforcing a record destruction policy takes commitment and dedication, but it's worth it. You'll gain operational efficiencies while conserving natural resources. Shrinking your environmental footprint is a bonus from implementing this policy that's important to both customers and employees.

"GREEN DRY CLEANERS. GREEN ENERGY. GREEN PUPPY FOOD. GREEN CAR WASHES. GREEN WALL PAINTS. GREEN GREASE REMOVAL. GREEN: IT'S EVERYWHERE... CONSUMERS ARE NOW DEMANDING GREEN."

U.S. SMALL BUSINESS ADMINISTRATION

INDUSTRY FACT

78% OF AMERICANS BELIEVE THAT COMPANIES SHOULD NOT JUST MAKE MONEY BUT SHOULD TRY TO HAVE A POSITIVE IMPACT ON SOCIETY.

U.S. SMALL BUSINESS ADMINISTRATION

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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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