

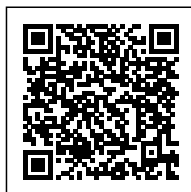
# HOW TO EFFECTIVELY STORE AND SECURELY DISPOSE OF INFORMATION

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As your business deals with an ever growing amount of information, so your obligation to retain or securely dispose of records also increases.

As your business deals with an ever growing amount of information, so your obligation to retain or securely dispose of records also increases. An updated edition of the Iron Mountain Document Retention Guide gives you an overview of the regulations and legislation governing records retention. It also offers practical advice to help you plan, create and implement your records retention schedule. The easy-to-use reference offers a clear picture of the different types of records and their business functions.

See more at:

<https://www.ironmountain.es/Knowledge-Center/Reference-Library/View-by-Document-Type/Best-Practices/D/Document-Retention-Guide-spain>