

OPEN SHELF FILE STORAGE

SIMPLIFY YOUR ACTIVE RECORDS MANAGEMENT PROCESS

A FULLY-OUTSOURCED RECORDS MANAGEMENT PROGRAM

Many organizations currently store and manage active records using their own facilities and staff while sending inactive records offsite to be stored at an Iron Mountain facility. Yet, with growing frequency, many companies are also shifting their management of active records offsite, thereby taking further advantage of Iron Mountain's expertise, infrastructure, and extensive staff resources.

PARTNERING WITH A LEADER IN INFORMATION MANAGEMENT

In the United States alone, thousands of companies already employ a wide range of information services offered by Iron Mountain to manage specific aspects of their records management operations. Iron Mountain® Open Shelf File Storage combines these services into a fully-outsourced, active records management program that allows you to significantly reduce costs associated with complex records operations.

Iron Mountain works with you to design a customized solution that integrates seamlessly with your business infrastructure. The process begins with an Information Management Assessment conducted by a team of records management experts. The output from this comprehensive assessment can provide you with a road map for managing your current business records.

Open Shelf File Storage capabilities include:

- ✓ Physical records storage, including open-shelf and boxed storage
- ✓ File completion verification
- ✓ Drop filing and versioning
- ✓ Scheduled deliveries of physical records
- ✓ Document conversion
- ✓ Hosted archiving of electronic records
- ✓ Diverse options for delivery of electronic versions of documents

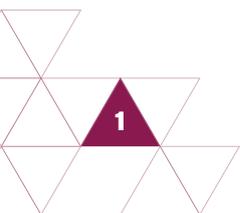
INTEGRATING PAPER RECORDS WITH NEW ELECTRONIC PROCESSES

In addition to providing offsite management of all your active records, Iron Mountain can also provide imaging services and hosted storage of your electronic files. The Iron Mountain Image on Demand™ service allows you to image only those files you need, when you need them – resulting in significant savings while still providing quick and easy access to your records. In fact, Iron Mountain can often distribute electronic documents faster than the time it takes to retrieve a physical document from an onsite file room.

REFINING YOUR PLANNING WITH A COMPREHENSIVE INFORMATION MANAGEMENT ASSESSMENT

Iron Mountain's **Information Management Assessment** offers an intensive consulting engagement that provides a complete end-to-end evaluation of your information management practices in both active file room management and inactive offsite storage processes.

Iron Mountain's team of certified information professionals leverages their industry experience to provide rapid turnaround in **analyzing** and **documenting** your unique record inventories and processes.



In addition, with the use of the Iron Mountain Digital Record Center® for Images and Image on Demand services, documents can be accessed and distributed entirely in electronic format, making onsite storage of physical records less essential. Given the high cost of real estate, especially in prime office locations, offsite file management can significantly reduce document storage expenses.

ENSURING CONSISTENT PRACTICES

For organizations that struggle to manage their active documents in several locations – often while relying on part-time records managers – outsourcing the management task to Iron Mountain ensures files are consistently managed using best practices that meet compliance requirements.

SIMPLIFYING RECORDS MANAGEMENT AND INCREASING REVENUE OPPORTUNITIES

The program begins with the consolidation of active and inactive records into a single system completely managed by Iron Mountain. Your records are stored and managed offsite at either an Iron Mountain facility or a dedicated venue designed to meet your specific needs. As a result, valuable space can be used for other revenue-generating opportunities. This consolidation reduces the accumulation of time-tracking records as well as the time and effort necessary to maintain file rooms, perform purges, and manage file room staff – allowing you to significantly reduce your current in-house records management program costs.

USING INDUSTRY-LEADING TECHNOLOGY TO DECREASE COSTS AND INCREASE ACCESS

Iron Mountain guarantees that your records are available for retrieval 24 hours a day, seven days a week, and that they can even be requested over the Internet using the Iron Mountain Connect™ portal. Iron Mountain Connect provides authorized users with fast, secure access to your records, and this Web-based tool also supports your staff with powerful and flexible reporting, searching, file retrieving, and tracking capabilities. The portal also features a user-friendly, intuitive interface that requires minimal training to use.

KEY PROGRAM FEATURES

Iron Mountain Open Shelf File Storage contains all the elements you need to support your Information Management goals, including:

- ✓ **Facilities and Infrastructure.** Choose from a variety of facility options, owned by you or by Iron Mountain, and take advantage Iron Mountain's IT systems and logistics to keep your costs low.
- ✓ **Consolidation of Onsite and Overflow Records.** Centrally store, organize, and index all active and inactive records using a common file sequence.
- ✓ **Off-Loading of File Maintenance Operations.** Allow dedicated Iron Mountain staff to perform record retrieval, filing, interfiling, and other information management activities.
- ✓ **Storage, Purpose-Built Storage Open-Shelf, and Filing.** Accommodate a wide variety of record formats.
- ✓ **Iron Mountain Connect™.** Use the Web-based portal to gain 24/7/365 online access to all record inventories with powerful reporting, searching, and file-tracking capabilities.
- ✓ **Customized Service-Level Agreements.** Ensure agreements are set at the start of the contract and that they are sensitive to the distance and location of your organization.
- ✓ **Fixed Annual Pricing.** Pay in monthly installments with simplified billing that enables improved cash flow planning.
- ✓ **Image on Demand™ Service.** Outsource scanning operations, facilitate the delivery of documents, and enable historical information to be integrated with electronic content management systems.
- ✓ **Secure Destruction of Records.** Ensure certified destruction of records and automatic management retention schedules.
- ✓ **Accutrac® Software.** Take advantage of the Iron Mountain Accutrac software, which provides a total records management solution that enables you to manage active and inactive records wherever they reside, all from a single interface. This capability helps you to efficiently manage your file inventory and daily order transactions with Iron Mountain, streamline the retrieval of records, and support litigation preparedness as well as uphold compliance requirements.

ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM) provides information management services that help organizations lower the costs, risks, and inefficiencies of managing their physical and digital data. Founded in 1951, Iron Mountain manages billions of information assets, including backup and archival data, electronic records, document imaging, business records, secure shredding, and more, for organizations around the world. Visit the company website at www.ironmountain.com for more information.

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