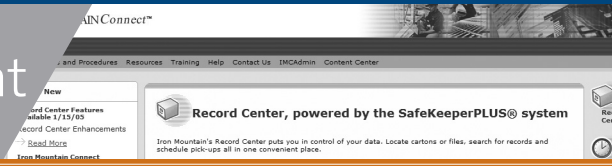


## On-site Records Program Management



### Your location, our expertise

*In an increasingly complex business environment, records management has become a highly specialized field, demanding expertise in diverse areas such as document conversion, retention scheduling, and information security and privacy.*

*If records management is not your core business, Iron Mountain can provide senior professionals and trained and screened specialists to manage and/or staff your facilities, helping to incorporate best practices and compliance into your on-site records management program.*

#### WE'LL BRING THE EXPERTS TO YOU

In most cases, moving files off-site offers the best and most cost-effective solution. However, in some circumstances, on-site document management is required. That's why we offer a complete portfolio of on-site services that include:

- Document Imaging and Conversion of paper to electronic records
- Central Files Management of active files and on-site file rooms
- Records Center Management of your archival storage facility
- Corporate Records Management Program Administration, providing senior management expertise and guidance for special projects
- Integration of on-site management with off-site storage services

#### STAFF UP ON SHORT NOTICE

These services enable you to staff up on short notice and reduce costs related to training and turnover. Iron Mountain's rigorously screened and trained personnel can assist with:

- Open-shelf and archival records storage
- File conversions and indexing
- Retention and compliance management
- File room purges and shift services
- Secure shredding

#### STAY CONNECTED WITH IRON MOUNTAIN CONNECT

While Iron Mountain manages your facilities, you still have complete visibility and access to your records environment, via the Iron Mountain Connect™ portal. This proprietary records management database allows you – and Iron Mountain staff – to track and manage your records inventory at the carton, file, and document level. Iron Mountain Connect automates many procedures for retention, compliance, and accountability, thus greatly enhancing consistency in these areas.



## AREAS OF EXPERTISE

### ***Open-shelf and archival records storage***

Records management practices that are careless, inconsistent, or not performed in a timely way can undermine daily operations and create risk for your organization. Iron Mountain can provide trained personnel to manage open-shelf and archival storage reliably and consistently, using best practices. On-site staff can add, retrieve, deliver, and handle drop filing for active documents and fill requests for archived documents. Once a request is received, Iron Mountain ensures a closed and secure chain of custody.

### ***File conversions and indexing***

Iron Mountain's experts can help you plan and implement workflow processes for converting your existing paper records to electronic form. We can manage one-time backfile conversions of large document libraries. We can also establish day-forward processes for converting new records to electronic formats as part of routine workflows.

Flexible, automated indexing capabilities let you extensively classify records, making them easier to store, retrieve, and manage using Iron Mountain Connect.

### ***File room purges and shift services***

Without regular purging and shifting, your file rooms quickly outgrow capacity. Using proprietary, intelligent purging software Iron Mountain identifies your least active files so they can be removed to your records warehouse or an Iron Mountain facility. The volume of purged files is balanced against the volume of incoming files, ensuring that your file room is consistently running at or near capacity.

### ***Retention and compliance management***

In today's complex regulatory environment, if a staff member destroys records prematurely - even if it's done inadvertently - you risk legal liability and penalties for non-compliance. Conversely, retaining documents beyond their required retention period can expose your organization to avoidable discovery and litigation.

With extensive expertise in compliant retention, Iron Mountain can help you develop and implement a legally credible records retention program and retention schedule. Through the Iron Mountain Connect inventory management system, your retention schedule is automatically applied to your records inventory, highlighting when groups of records are scheduled for disposal.

### ***Secure shredding***

To ensure secure, timely, and documented destruction of sensitive paper records and electronic media, we provide secure shredding services. Shredding can be done at an Iron Mountain facility or at your site using specially designed mobile shredding units.

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