

Legal Records Management Solutions



Responding to Your Firm's Challenges

Client files are the lifeblood of your business. Customer service is everything. Your ability to quickly access client files is critical. At the same time, you have to manage growing volumes and cost. That's where Iron Mountain comes in.

It's All About Service

Think of Iron Mountain as a seamless extension of your file room with easy access, complete file management and quick file retrieval.

Retrieve Files With the Click of Your Mouse

Iron Mountain makes accessing your files and vital records easy with our state-of-the-art technology. You can access Iron Mountain stored files using your Web browser or through many legal software programs. Our fast text query tools let you quickly find the records you need by name, carton, individual document, client name, client number, matter, attorney and multiple other options.

- **Iron Mountain Connect™**

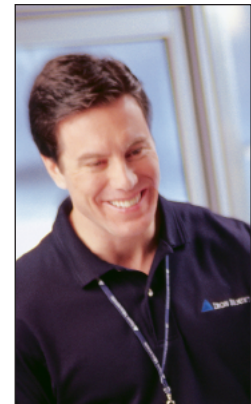
Our customer portal makes managing your records online easy. With the Iron Mountain Connect portal, you can manage your inventory, schedule pickup and retrieval services at your convenience, edit file descriptive information, and more. The intuitive interface is user-friendly and provides quick access to your records stored at any of our facilities all while ensuring tight security so only the people who should be viewing your records can do so.

- **Legal Records Management Software**

Use the Iron Mountain Link™ system to communicate with multiple partnering legal records software packages. Without calls or hassle, you get instant service.

Fast Delivery of the Files You Need When You Need Them

Face it, you need your files when you need them. Whether you fax, phone or communicate with Iron Mountain online, we make sure that you get what you need when you need it. Our fleet of trucks and our professional personnel are available 24 hours a day, 7 days a week, 365 days a year.



Helping You Manage Costs

Our extensive reporting capabilities give you the information you need to understand and manage the costs of your records management program. By tracking your usage, individual requests and other transactions generated by your firm, we help you analyze your current program and can recommend savings for you.

What's more, our scheduling system helps you save on rush charges because you can better manage the demand level of your retrieval requests. By offering you the ability to assign client ID numbers to your retrieval requests, you have the information you need to bill your clients directly for these costs.

Firms with multiple locations save on costs because you benefit from Iron Mountain's standardized records management process, uniform billing procedures, and access to records within close proximity to your law offices.

Expertise and Best Practices for Regulatory Compliance

Regulation and compliance have a great impact on the way records are managed today. Iron Mountain's expertise in records retention and life cycle management help you understand and mitigate risk. We have the knowledge and hands-on experience to analyze your records management program and recommend best practice solutions.

Just Call Iron Mountain

Trust your legal records management program to the same company that protects data for more than half the Fortune 500 and businesses in more than 900 industries. Iron Mountain. For more than 50 years, organizations of all sizes around the world have trusted us to protect, preserve, and recover their records and information.

IRON MOUNTAIN SERVICES



RECORDS MANAGEMENT

Iron Mountain provides compliant records management solutions to manage and protect your information assets. Our records management programs ensure that your business records are secure and easily accessible. We offer specialized services tailored to your unique needs.



SECURE SHREDDING

Given the confidential nature of business records, it's important to ensure complete destruction. Our secure shredding services help you to protect the privacy of your company, employees and customers.



DIGITAL ARCHIVES

Our Digital Archive service group offers compliance and records management solutions for today's leading organizations. We provide SEC-compliant digital archiving, supervision and data restoration and electronic discovery support services. With our extensive records management expertise we can help institute a comprehensive and compliant records management solution.



DATA PROTECTION

Whether physically transporting and vaulting your backup tapes at one of our secure facilities or backing up your data through a secure Internet connection with Electronic Vaulting, our comprehensive data protection and disaster recovery services place your information off-site, off-line and out-of-reach; yet the data is accessible whenever and wherever you need it.



CONSULTING

Today's business world demands that companies follow sound, consistently applied records management practices. Let our consulting professionals review your current records management program, help you determine which records you need to retain, and create an appropriate retention schedule and records classification program for each.

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