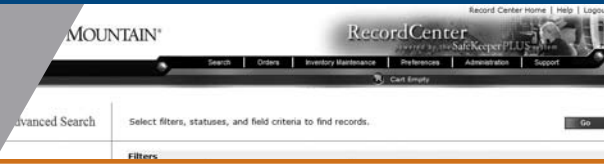


Iron Mountain Connect™ for Small and Medium Sized Businesses



For Records Management Online—Get Connected Today!

MANAGING YOUR RECORDS IS EASIER THAN EVER

The Iron Mountain Connect web-based system provides tools and applications to help you manage your records easily and cost-effectively online.

YOUR ONLINE RECORD CENTER

Your online “record center” lets you easily manage your records and do business with Iron Mountain:



- **Retrieve what you need - fast** - The records management search engine was developed based on everything we have learned about how people really retrieve records. The result is that you can find cartons or files fast - even if your records are poorly indexed or spread across departments and divisions.
- **Schedule services conveniently** - Order cartons, retrieve files or request an Iron Mountain pickup with online convenience.
- **Customize data entry screens your way** - Whatever, whenever retrieval access when you customize inventory data entry screens to capture important information and minimize data entry errors.
- **Manage access** - Configure user access privileges to control who has access to which records and what they can do with them.

INFORMATION ABOUT YOUR INFORMATION

With the Report Center you can generate the reports you need:

- **Activity reports** - User data, participation analysis, and activity history keep you knowledgeable about usage in your organization.
- **Inventory reports** - Snapshots and historic details of carton and file inventory and inventory quality reports so you know exactly what you have.

- **Retention reports** - Detailed and summary information related to records classification, retention schedules, hold codes, and destruction eligibility can help you know when it's time to hold or destroy records.
- **Financial reports** - Summary activity and projected forecasts, invoice history, and activity tied to dollars spent so you can manage costs effectively.

ADVANCED TOOLS FOR A FORMAL RECORDS PROGRAM

In addition to delivering an easy system for retrieving and sending files and boxes, the Iron Mountain Connect system offers a set of tools that help you manage a more formal records program.

- **Online retention schedule with quick look-up** - You can have your retention schedule posted for easy access to help determine how to classify a record and schedule it for destruction.
- **Online policies and procedures** - You can post your organization's policy and procedure documents for easy reference.
- **Online educational and training resources** - Information about the basics of records management, definitions of records management-related terms, and summaries of regulations and their impact are just some of the available resources that help you stay current.



Want To Learn More About Iron Mountain Connect? Visit www.ironmountain.com.

TO GET CONNECTED ON THE IRON MOUNTAIN CONNECT SYSTEM, FOLLOW THESE EASY STEPS:

1. Go to www.ironmountain.com/connect.
2. Download the registration materials and instructions.
3. Fill out the registration forms and submit them to Iron Mountain.
4. Someone will get back to you shortly.

If you have any questions about the Iron Mountain Connect system, please contact your local customer service team, or call 1.800.FAST-FILE.

Get Connected!

**Already using Iron Mountain's SafeKeeperPLUS®.com?**

SafeKeeperPLUS.com was the original web-based system that Iron Mountain customers used to access the online records. Today the features of SafeKeeperPLUS.com are part of the Iron Mountain Connect system.

Whether you use SafeKeeperPLUS.com or not, you can take advantage of the Iron Mountain Connect system to help you manage your records program online. All of these tools and resources are available today to Iron Mountain customers at no additional cost. Here are just a few of the features:

- New, intuitive user interface
- Faster, more flexible records search
- Comprehensive search across multiple accounts
- Enhanced records inventory management
- Powerful, new reports - available online

Upgrade your SafeKeeperPLUS.com account to get all the benefits of an Iron Mountain Connect account at no extra charge. Please visit www.ironmountain.com/connect today.

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