

Public Sector Framework Agreement For Records Management



Making the right appointment, faster and more cost-effectively

Choosing a records management supplier can be costly and time consuming for a public sector body. However organisations can avoid a protracted and expensive tendering process – and focus resources on their core activities – by opting for a framework agreement.

Iron Mountain's Framework Agreement for Records Management Services was developed in partnership with the Department for Children, Schools and Families (DCSF) as lead organisation, and is open to be taken up by any contracting authority.

HOW CAN IRON MOUNTAIN HELP?

Iron Mountain can help you to develop a standard procedure for your information management and reduce the complexity of compliance, while at the same time enabling you to reduce the total cost of storing information. You will free up office space, and you can be confident that your information is securely handled and expertly managed.

WHAT SERVICES ARE AVAILABLE THROUGH THE FRAMEWORK AGREEMENT?

The framework covers the management of paper records and includes everything from secure storage of files, to the identification, review, retrieval and destruction of files – either automatically by date or following review by contracting authorities. Services include secure transfer of files between suppliers' stores and contracting authorities' premises and the cleaning of files before dispatch to the National Archives. Metal items are removed, and damaged pages are repaired or restored using prescribed materials.

HOW DOES IRON MOUNTAIN'S FRAMEWORK AGREEMENT WORK?

Iron Mountain will assist in putting together a bespoke Service Order according to your department's specific needs and requirements. A Service Order is a document setting out the terms agreed for a contract under a framework agreement. The Service Order describes the specific terms and conditions for your organisation that differ from the original framework agreement. In conjunction with the original framework agreement (or terms and conditions) this then forms your legal contract with Iron Mountain.



KEY BENEFITS

- Time and cost saving – no need to advertise via OJEU and undertake a lengthy and costly public sector tender process
- Value for money – the framework contains favourable agreed terms and conditions and a price matrix for cost effective records management
- Flexibility – the agreement allows for a certain amount of flexibility assuming the service order remains within the spirit of the framework

WHO CAN USE THE FRAMEWORK AGREEMENT?

Any contracting authority can use Iron Mountain's framework agreement. For the purposes of these regulations, the following are the main eligible contracting authorities:

- a) A minister of the Crown
- b) A Government department
- c) The House of Commons
- d) The House of Lords
- e) The Northern Ireland Assembly Commission
- f) The Scottish Ministers
- g) The Scottish Parliamentary Corporate Body
- h) The National Assembly for Wales
- i) A local authority
- j) A fire authority constituted by a combination scheme under the Fire Services Act 1947
- k) A fire and rescue authority within the meaning of section 1 of the Fire and Rescue Services Act 2004; constituted by a scheme under section 2 of that Act; or constituted by a scheme to which section 4 of that Act applies
- l) The Fire Authority for Northern Ireland
- m) A police authority established under section 3 of the Police Act 1996
- n) The Metropolitan Police Authority established under section 5B of the Police Act 1996
- o) A police authority established under section 2 of the Police (Scotland) Act 1967
- p) The Northern Ireland Policing Board
- q) An authority established under section 10 of the Local Government Act 1985
- r) A joint authority established by Part IV of that Act
- s) Any body established in accordance with an order under Section 67 of that Act
- t) The Broads Authority
- u) Any joint board, the constituent members of which consist of any of the bodies specified in paragraphs (i), (j), (m), (n), (o), (p), (q), (r) and (s)
- v) A National Park Authority established by an order under section 63 of the Environment Act 1995

Please contact us for a full list of eligible contracting authorities.

CONTACT US TODAY ON:

0800 270 270 (UK) **1800 732 673** (IE)

BENEFITS OF WORKING WITH IRON MOUNTAIN:

- Over 55 years of proven expertise
- Vast experience in the public sector
- Nationwide coverage
- 24/7 access via the Iron Mountain Connect™ web portal
- Expertise in relevant laws, regulations and best practices
- Secure facilities and vault storage
- Highly secure transportation and destruction services available as needed
- Document management solutions including Active File Management, scanning, indexing and the hosted image archive Digital Record Centre

ABOUT IRON MOUNTAIN

Iron Mountain Europe is a subsidiary of Iron Mountain Incorporated (NYSE:IRM), the global leader in information protection and storage services. Iron Mountain Europe services 56 markets within 18 countries across Europe. For further information, visit: <http://www.ironmountain.co.uk>

Iron Mountain helps organisations around the world reduce the costs and risks associated with information protection and storage. The company offers comprehensive records management and data protection solutions, along with the expertise and experience to address complex information challenges such as rising storage costs, litigation, regulatory compliance and disaster recovery. Founded in 1951, Iron Mountain is a trusted partner to more than 100,000 corporate clients throughout North America, Europe, Latin America and the Pacific Rim. The company currently employs more than 20,000 staff worldwide and generated sales of \$2.7 billion in 2007.

Iron Mountain can help you make your information work for you.

**Iron Mountain UK:**

Third Floor, Cottons Centre
Tooley Street, London
SE1 2TT, United Kingdom

Iron Mountain Ireland:

Damastown Avenue,
Damastown Industrial Estate,
Dublin 15, Ireland

Iron Mountain operates in major markets worldwide, serving thousands of customers throughout the UK, Europe, U.S, Canada, Asia Pacific and Latin America. For more information, visit our website at www.ironmountain.co.uk

© 2008 Iron Mountain Incorporated. All rights reserved. Iron Mountain and the design of the mountain are registered trademarks of Iron Mountain Incorporated.