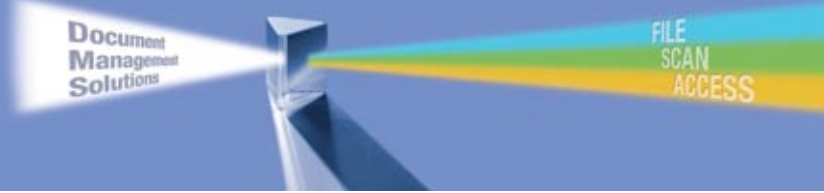


Active File Management

For Consulting & Auditing Firms



File - Scan - Access

Cost-effective active document management

For most organisations, document storage is simply a problem they have learned to live with. Because almost half of all documents are considered active at any given time, most organisations continue to store them on their premises. This can include highly sensitive information such as HR files, contracts, accounts payable and accounts receivable documents.

Although many organisations already scan some of their documents across different office locations, nearly 90% still choose to store the scanned documents on-site. This incurs high storage and management costs and makes it difficult to implement a consistent, company-wide document management policy.

IS THERE A VIABLE OFF-SITE ALTERNATIVE?

It is a common misconception that storing active documents off-site leads to reduced control over records. Iron Mountain can securely manage your files off-site and give you access to these documents – within the hour if necessary. As a result, you free up floor space and allow staff to concentrate on your core business.

"Iron Mountain can securely manage your files off-site and give you access to these documents – within the hour if necessary."

WILL IT WORK FOR ME?

With Iron Mountain's active file management service, you can choose from a range of services and implement a solution that best suits your specific corporate needs.

Open-Shelf Document Management. Off-site stored active documents are managed 'open-shelf,' which means they are stored directly on the shelf, rather than filed in a box, for faster retrieval and re-filing. Open-shelf services include:

- File completion verification
- Drop filing and versioning
- Scheduled deliveries of physical and digital documents

In-house document management. Iron Mountain offers an in-house document management service. To companies that prefer to keep their active and often highly confidential documents stored on-site. Our experienced senior professionals and screened specialists will manage, and if required, staff, your archives or facilities on your site.

We specialise in developing tailored on-site document management programmes, which incorporate best practices and ensure you meet all compliance requirements.

Key services include:

- Document imaging and conversion of paper records to electronic format
- Central file management of active files and on-site file rooms
- Records centre management of your archival storage facility
- Corporate records management programme administration, providing support and expertise to senior management for special projects



In-house document tracking. When files are moved you need to be able to track their location instantaneously. Missing files means delays, and the loss of valuable time that could be better spent focused on core business activity. Worse still, it could lead to loss of credibility, lost business or even litigation.

Iron Mountain's in-house file management software is the reliable and cost effective way to administer, add, search and retrieve records. A barcode is generated for each paper file, and files are scanned to the system. Whenever the file is moved from one office to another or even off-site, it is simply re-scanned. Retrieval becomes an easy operation as users can locate files at any time. Key benefits include:

- Secure access
- Fully configurable
- Reliable file tracking using proven barcode technology
- Online ordering
- Reporting
- High volume capacity
- Multi-site capability
- Interfaces with third party software
- Interfaces with third party archives

CAN I SAVE COSTS AND BOOST EFFICIENCY?

- Storing active documents off-site in an Iron Mountain facility frees up staff and floor space and effectively reduces costs.
- Transferring the management of documents to Iron Mountain specialists at your facility means you incorporate best practices, meet compliance standards, and free up resources.
- The ability to locate files instantly makes business processes more efficient.

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: 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 18,000 staff worldwide and generated sales of \$2.4 billion in 2006.

We can help you make your
information work for you

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

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