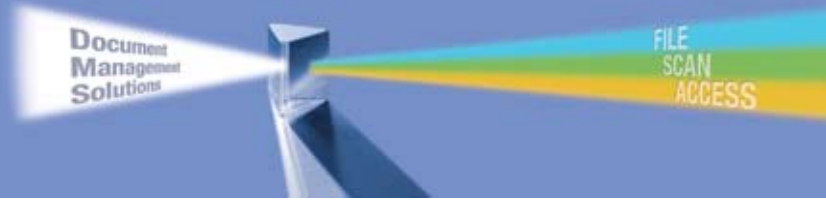


## Scanning & Indexing

For Law Firms



### File - Scan - Access

#### Electronic document conversion: the proven, cost-effective solution

While virtually all new documents are now created digitally, in the legal profession firms still need to access documents that only exist in hard copy format. Whether they are HR files, client records or litigation support documents, law firms frequently need to access paper records that are stored internally.

80% of law firms still store their active documents on-site for quick and easy access, and for 90% of them the need for complete control over records is their main motivation.

As a result, they are now looking for an intelligent document management solution that combines quick access to electronic and hard copy documents, while assuring control and safety of the documents.

Many law firms already scan active documents, but implementing an internal document conversion programme often means major capital investment, long lead times and uncertain outcomes.

Iron Mountain can scan your regularly-used documents – such as accounts and client records – whilst less active documents can be stored in our secure records centres and scanned on demand for delivery when requested. This way, you increase business efficiency by only scanning documents when you need them. This unbroken chain of custody ensures secure and consistent management of your sensitive business data.

#### **WILL THIS APPROACH WORK FOR MY COMPANY?**

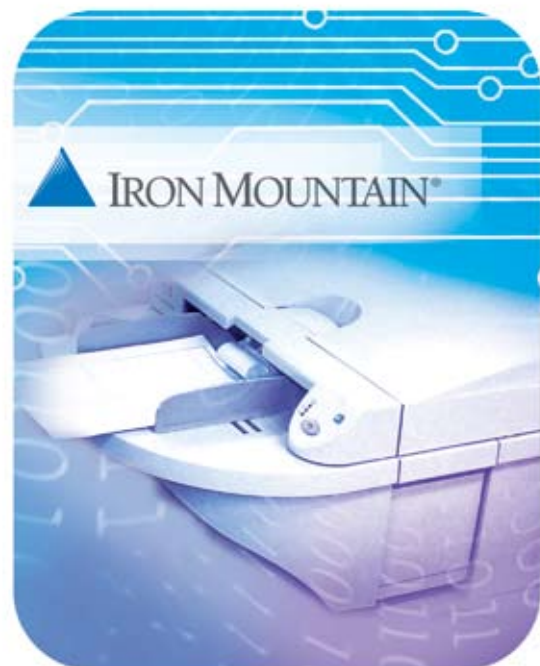
Iron Mountain offers several methods to digitise documents. You can choose from a range of services, and implement a solution that best suits your specific corporate requirements.

**Back-file scanning.** This is a means of converting all paper documents into digital format. We recommend back-file scanning only for frequently retrieved active and business-critical records as converting all records in their entirety can be costly and time consuming.

**Abstract and selective imaging.** These are two ways to intelligently scan and cost-effectively manage your active documents. For abstract imaging we work with you to determine which parts of a document really need to be accessed and therefore scanned.

Selective imaging identifies and scans in their entirety only files that are most likely to be retrieved in the future.

**Day-forward scanning.** While many types of records are initially created on paper, companies often want to convert these quickly into electronic form to integrate them with electronic workflow processes. The Iron Mountain day-forward scanning service helps you to establish a scanning process that integrates smoothly with your existing business processes. This can include scanning paper documents at source as they enter the business.



**Image on demand.** This provides a cost-effective scanning solution for paper-based documents stored with Iron Mountain. When a document is requested, it is located, scanned, checked for quality, and delivered to the customer in electronic format. The electronic document can then be uploaded to an Iron Mountain hosted document repository where it can be viewed, annotated and printed by authorised users.

**HOW CAN IRON MOUNTAIN HELP ORGANISATIONS CONVERT CHALLENGES INTO OPPORTUNITIES?**

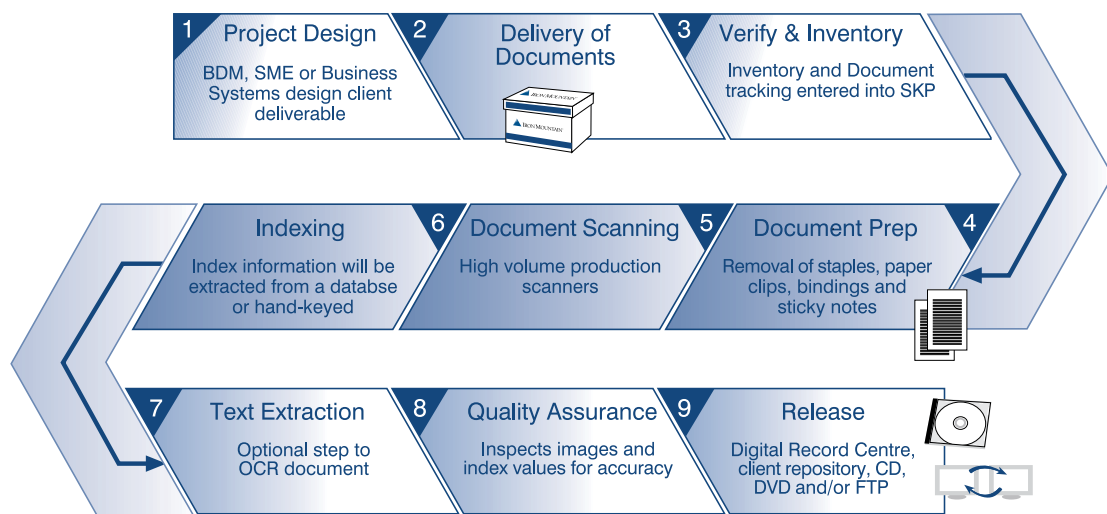
- Enabling multiple users to access documents simultaneously improves efficiency and customer service through reduced delivery time
- Outsourcing the scanning of documents to Iron Mountain saves time and money and assures customers that documents are managed consistently by professionals
- Cutting document access time enables you to lower your document management costs

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

**Typical Scanning & Indexing Workflow**



We can help you make your information work for you

**Contact us today on**  
**0800 270 270 (UK)**  
**1800 732 673 (IE)**

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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](http://www.ironmountain.co.uk)

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