

## Vital Records

### They're Called "Vital" for a Reason

Information is your organization's most valuable asset. Whether you have historical records or regulated documents, such as deeds, blueprints, patents or archival photographs, one thing is certain; for every business, there is vital information that must be preserved.



A vital record is information that is required either to ensure your company's survival or the information needed to preserve your company's history. For many businesses, at least 5% of their total records - from sketches to microfilm to magnetic media - are vital in nature and need safeguarding.

#### IRON MOUNTAIN - SURPASSING THE STANDARDS

Your company may be required by law to meet guidelines regarding your stored information set by the ISO (International Organization for Standardization).

For example, county governments are required to retain the information found in deed books forever. These documents will deteriorate if not stored correctly. What's worse, they could be easily misplaced around the office or damaged.

Iron Mountain can help you assess your unique vital records requirements. We employ experts in ISO standards and collaborate with third party experts to help analyze and design solutions to help you meet your industry's legal retention requirements for information storage, while also protecting your documents for as long as you need them.

#### PROTECTION AGAINST THE ELEMENTS

Storing your company's vital records on-site can be an impractical or even risky solution. Natural environmental conditions, such as dust and humidity, can damage both paper and electronic records. Certain storage mediums, such as magnetic tape or archival photographs, will deteriorate in an unregulated environment.

Iron Mountain's facilities offer a wide range of storage options from standard, temperature controlled vaults to state of-the-art customized vaults that are built to accommodate your company's specific environmental storage needs.

#### SECURITY AND ACCESSIBILITY

Storing your vital documents in your company's building can leave them susceptible to environmental and non-environmental risks, such as fire, theft and vandalism. Choosing to store your valuable assets with Iron Mountain ensures they are protected while still being accessible.

Iron Mountain's storage facilities are designed in accordance with National Fire Protection Association (NFPA) specifications and are equipped with redundant power sources for ensured continuous operation. In addition, our storage facilities are internally monitored by a combination of armed guards, intrusion alarms and video cameras.

However, all this security doesn't mean you have to surrender access to your company's important documents. Use the Iron Mountain Connect™ Web-based system to access your inventory instantly and schedule pick-ups and retrievals with just a few clicks.

Iron Mountain ensures continuous protection while retrieving your vital records. We offer on-site duplication of micrographic records, as well as scanning of paper or microfilmed records for electronic retrieval via e-mail. You'll have the assurance that your most important records are safe while having the freedom to access them whenever you need them - 24 hours a day, 365 days a year.

**JUST CALL IRON MOUNTAIN**

Trust your business' vital records to the company that protects data for 75% of the Fortune 500 companies and for businesses in more than 900 industries. For more than 50 years, organizations of all sizes around the world have trusted Iron Mountain 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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