

Digital Archives For Images



Get The Documents You Need — On Demand

Your VP of Sales is heading into a meeting in minutes and needs a copy of the client's service level agreement.

The SEC has requested records of all transactions relating to your recent merger for immediate review.

The FDA has demanded hard copy of research done for a clinical trial completed five years ago.

How quickly can you respond to these requests? What are the odds you'll find every single paper record you've been asked to produce? Will your organization come across as buttoned-up and professional?

You will if you use Iron Mountain's Digital Archives for Images — the safe, secure, low-cost way to quickly retrieve your most important documents-whenver you need them, wherever you need them.

Image Archiving Made Simple

Our Digital Archives for Images service makes it fast and easy to convert your paper documents to electronic images, store them at our secure data center, and access them instantly via the Web 24 hours a day, 7 days a week.

There's no need to index and archive your own documents, invest in hardware or software, worry about retention and compliance regulations, or tie up your in-house resources. Iron Mountain takes care of all that for you.

Find Your Files, Your Way Fast

The faster you can access your records, the faster you can respond to customers and colleagues. Thanks to Iron Mountain's custom indexing system, every authorized person has the power to quickly reach and

retrieve information using fields and terms already familiar to you and your organization.

Simply log on to Iron Mountain's Digital Archives, choose your search criteria, then click on the documents you need to retrieve. We'll quickly stream the information to you, so you can view it, print it, or e-mail it.

A Complete Solution

Our Digital Archives for Images service includes everything you need in a digital archiving solution for your important electronic documents. Why outsource to Iron Mountain?

- **Regulatory expertise.** Iron Mountain understands applicable retention rules, compliance processes, and long-term preservation needs. So we can advise you on how long you need to hold onto your records, and when they can be disposed of.
- **Low cost of ownership.** Image archiving is less costly than doing it yourself. There's no upfront capital investment and no need build and maintain an in-house storage environment. You only pay monthly service fees for what you use. And you free up your IT staff to concentrate on your core business.

- **Instant access.** The information you need is there when you need it anytime, anywhere.
- **Grow at your own pace.** Iron Mountain's Digital Archives is a highly scalable platform, so this service can easily be expanded as your needs grow.
- **Rapid implementation.** Since this is an outsourced service, you can get up and running quickly.
- **Ensure security.** The only people who see your records are the ones you authorize. Iron Mountain protects your records with 24-hour guards, video surveillance, physical access systems, redundant HVAC systems, automated fire suppression and more.

For The Record, Iron Mountain Delivers

Whether you're in finance, healthcare, insurance, law, or some other paper-intensive business, our Digital Archives for Images service can help you:

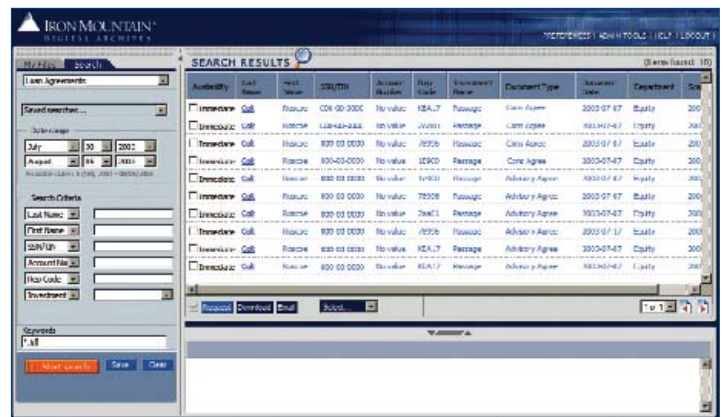
- Improve customer service by speeding your response to queries and requests.
- Eliminate the possibility of losing critical documents that were checked out and never returned, as well as the associated costs.
- Increase productivity by making documents available to multiple people at the same time.

More than half the Fortune 500 and businesses in 900 industries rely on Iron Mountain to store, manage and protect their paper documents, electronic records, and critical information assets.

To find out how we can help you improve access to your organization's imaged documents, contact us today. We deliver.

"The response to digital archiving from end users throughout the organization has been very positive. It has provided us with a dramatically better way of sharing information both internally and externally, while creating both time and cost savings for the company."

*Manager of Policies and Procedures
GMAC Commercial Finance*



It's easy to find what you are looking for with the Digital Archives search capabilities.

GET COMPLIANT. STAY COMPLIANT.™

Call Iron Mountain at (800) 899-IRON
or visit us at www.ironmountain.com/digital.

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Iron Mountain (NYSE: IRM) is the world's trusted partner for outsourced records and information management services.

Today, with over \$1.5 billion in annual revenues, Iron Mountain operates in major markets worldwide, serving thousands of customers in more than 85 markets in the U.S. and 63 markets in Europe, Canada, and Latin America.