

Digital Record Center™ for Images

**ANYTIME, ANYWHERE ACCESS
TO YOUR BUSINESS RECORDS**

Manage Your Valuable Digital Content in a Variety of Formats

As both the number and format of businesses' records continue to grow and evolve, information management challenges can emerge at a rapid pace. A digital document repository is a flexible solution that allows you to manage your valuable digital content in a variety of formats – including document images, electronic office documents, printed output, and audio and video files. This enables your users to access and distribute essential business records more quickly, easily, and securely.

For many companies, an in-house digital image repository is cost-prohibitive. That's why they turn to Iron Mountain. Our Digital Record Center™ for Images delivers the benefits of an outsourced digital archival solution backed by the unmatched records and information management expertise of the Iron Mountain team.

Our Digital Record Center for Images stores digital copies of your business documents in a variety of formats. It features advanced search tools and rapid retrieval capabilities that allow quick, 24/7 access to your records via the Internet. This high-capacity, high-availability, hosted platform also supports your compliance, business continuity, and disaster recovery efforts.

ALL TYPES OF CONTENT

Use our Digital Record Center for Images to manage your valuable digital content in a variety of formats, including document images, electronic office documents, printed output, and audio and video files.

CUSTOMIZABLE TO YOUR COMPANY

Iron Mountain's Digital Record Center for Images is tailored to the way you do business. Each application can be uniquely configured to address your company's specific filing and retrieval requirements and your existing document workflow.

ANYTIME/ANYWHERE ACCESS

Secure, 24/7 online access delivers powerful reporting, searching and file-tracking capabilities to all your authorized workers – wherever they are. Your employees can view, print, email, or save documents to a local folder from any Internet-connected browser with no special client software required.

Plus, our intuitive Web-based user interface enables your administrators to easily manage tasks such as adding, removing, activating or deactivating users, adding or removing users from groups, as well as resetting user passwords. And our email notification feature immediately alerts users when their accounts are set up or modified.

ENHANCED SECURITY

The Digital Record Center for Images employs encryption to ensure secure document transmission via the Internet and that access to documents is controlled via login and password requirements. The Digital Record Center for Images application authentication is provided by IBM®'s Tivoli® Directory Server. During implementation, we work with you to define authentication attributes to create a unique security policy tailored to your needs. This includes administrator policies for controlling user access to sensitive records and audit trails of user activity for enhanced accountability.

The Digital Record Center for Images also complies with security laws, which requires that electronic records are preserved exclusively in non-rewriteable, non-erasable format for the required retention period. Iron Mountain ensures e-record authenticity by utilizing Sun's StorageTek VolSafe® write once, read many (WORM) tape media.

FEATURES AT A GLANCE

- Manage all types of digital content
 - document images, electronic office documents, printed output, audio and video
- Upload digital files directly from your desktop
- Address your organization's unique filing and retrieval requirements with customized applications
- Use secure, 24/7 online access for powerful reporting, searching and file tracking
- Enhance business continuity with Iron Mountain's highly secure facilities and redundant systems
- Enjoy "pay-as-you-go" pricing and a managed service with zero investment in hardware, software, integration, or ongoing management and maintenance

STORE DIGITAL FILES FROM YOUR DESKTOP

Desktop Upload allows you to quickly and simply upload digital files from your desktop to the Digital Record Center for Images. This intuitive, Web-based application provides the option to store digital and converted files together, in one location, for use by authorized employees in multiple settings. Mandatory metadata fields index each file for simple document retrieval. Desktop Upload ensures the traceability of digital content added to the Digital Records Center for Images by adding User IDs and reference numbers to all uploaded content available for viewing. Additionally, this hosted solution provides user notifications when uploaded content is available for viewing.

DISASTER RECOVERY AND BUSINESS CONTINUITY

Our solution helps ensure your organization has uninterrupted access to key records after a disaster, even if your facility is destroyed and employees need to relocate to a different site. The Digital Record Center for Images is housed offsite, at a highly secure Iron Mountain facility, where continuity is ensured by redundant, mirrored IT systems as well as redundant Internet connections and communication links.

PROCESS EFFICIENCIES AND COST SAVINGS

Speed up business processes and increase productivity by giving your employees fast, easy access to the information they need to do their jobs, including the latest revisions of documents. With access to digital copies via our Digital Record Center for Images, original records can be stored offsite or destroyed – reducing your records storage costs and helping you reclaim valuable real estate space for other uses.

COMPLIANCE

By supporting a consistent approach to records management across all departments and distributed locations, our Digital Record Center for Images can help ensure compliance with regulatory requirements.

PAY-AS-YOU-GO PRICING, NO UPFRONT COSTS

One of the many benefits of our hosted solution is "pay-as-you-go" pricing. Our Digital Record Center for Images requires no upfront investment for hardware, software, infrastructure – or even client-specific software. You can choose to keep image capture and indexing in-house or outsource it to us.



ABOUT IRON MOUNTAIN. Iron Mountain Incorporated (NYSE: IRM) provides information management services that help organizations lower the costs, risks and inefficiencies of managing their physical and digital data. Founded in 1951, Iron Mountain manages billions of information assets, including backup and archival data, electronic records, document imaging, business records, secure shredding, and more, for organizations around the world. Visit the company Web site at www.ironmountain.ca for more information.