

Litigation Support Solution

ENSURE LITIGATION AND DISCOVERY PREPAREDNESS

Iron Mountain's Litigation Support Solution Provides Effective Document Conversion, Discovery Portfolio Management and Litigation Readiness

SOLUTION SNAPSHOT

With Iron Mountain's extensive network of secure Records and Imaging Centers and time-tested records management best practices, we have the footprint required to help you:

- Collect and organize the documents you need to respond to litigation and discovery requests
- Scan paper documents to produce electronic records
- Quickly deliver all records in the required format
- Follow a firm, secure chain of custody
- Centralize review with Stratify Legal Discovery®, our leading electronic discovery platform
- Contain discovery costs

Putting the right people, processes and technology in place to effectively respond to litigation requests has become an area of intense focus in recent years – especially as the costs, frequency and stakes associated with the discovery process continue to rise.

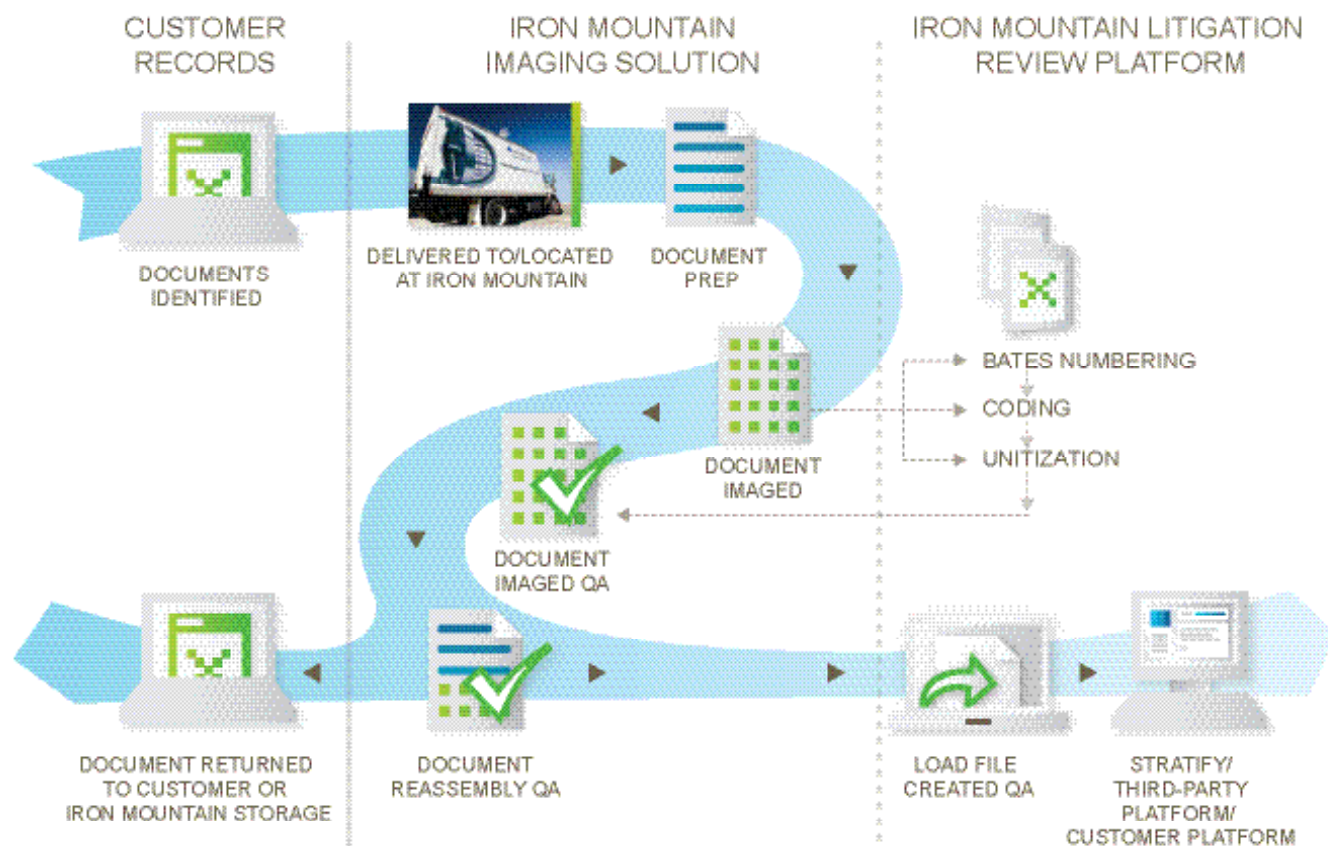
Iron Mountain is well aware of the challenges you face, and is committed to providing resources that help you manage the request and discovery processes and effectively supply evidentiary data for pending litigation.

To this end, the Iron Mountain Litigation Support Solution delivers a holistic suite of capabilities that enables your organization to contain discovery costs, while improving compliance and reducing complexity.

Backed by the expertise you need to define a defensible program – as well as the technologies and skills to help you respond to complex litigation requests that encompass physical and digital records – our Litigation Support Solution provides a single point of contact for the full breadth of the discovery process.

In addition, our Litigation Support Solution leverages our proven best practices for records management to streamline the collection, organization, scanning, coding, hosting and delivery processes, while providing a strong chain of custody that ensures security and accountability every step of the way. In many cases, your records never have to leave our facilities, which helps to reduce the risk of lost or misplaced records, while further enhancing security and cost efficiencies.

Iron Mountain Litigation Support Solution Workflow



CONVERT PHYSICAL DOCUMENTS TO DIGITAL RECORDS

Because the need to transform physical documents into digital records remains a large part of the discovery process, we have made Iron Mountain Document Conversion Services the core component of our Litigation Support Solution. Focused on helping you provide the records you'll need when responding to litigation and discovery requests, these services leverage our extensive footprint of secure Records and Imaging Centers to effectively, securely and efficiently convert your paper-based documents into the proper electronic format.

Whether your physical records are housed at an Iron Mountain Records and Imaging Center or delivered to our facilities when a litigation request arises, they are subject to a standardized, best practices-based litigation imaging workflow that ensures high levels of security, control and compliance throughout the process.

For example, Document Conversion Services adhere to strict guidelines that properly prepare the physical documents, generate digital versions with optimal image quality and index and validate images using well-defined quality control processes. We also offer indexing services, including logical document determination and unitization,

as well as objective, bibliographic and subjective coding to help you easily locate the most relevant information. In addition, Document Conversion Services include the option to stamp a Bates number or date index for chronology on any digital record we produce, if required.

Finally, our Document Conversion Services use automated document and data capture technologies, helping us provide fully managed physical-to-digital record transfer services that are backed by industry-leading solutions.

CENTRALIZE THE DISCOVERY PORTFOLIO

Whether your organization is in the early stages of identifying relevant records for a discovery request, or if it is ready to upload digital records to a discovery review platform, it's essential that these activities are enabled by technologies that create efficiencies, while reducing risks and costs.

To this end, we have included Stratify Legal Discovery as an optional component of our integrated suite of discovery technologies. Stratify® enables your legal counsel to centrally manage the organization's entire discovery portfolio. This helps to speed early case assessment by enabling a quick review of documents, so you can determine which ones are relevant and required for a particular litigation.

By employing Stratify to improve the efficiency and accuracy of the assessment and review cycles, our Litigation Support Solution helps your organization quickly and effectively respond to litigation requests without incurring large capital expenses or taking on undue levels of risk. Our solution also supports a range of discovery review platforms, in addition to Stratify, giving you the flexibility to upload records in a way that best matches your organization's requirements.

ENABLE CONSISTENT RECORDS MANAGEMENT POLICIES

The standardized management of both active and inactive records – wherever they reside, regardless of physical or electronic format – is a critical aspect of your organization's ability to maintain ongoing compliance with government initiatives and regulatory mandates. Using our Accutrac™ Software, you get a single, centralized source from which to quickly access, track, manage and apply policy to all of your records, regardless of location. Accutrac helps improve consistency and reduce risks through records classification and workflow and disposition management.

Accutrac supports the management of retention and litigation holds to preserve records with clear audit trails that help reduce litigation exposure. And, robust search capabilities help you quickly locate the documents you'll need to respond to a specific litigation or discovery request.

In addition, the software can be integrated with other Iron Mountain systems to provide a seamless method for scheduling the retrieval and delivery of records to or from our storage facilities. This capability helps you efficiently manage your file inventory, streamline the retrieval of records, support litigation and compliance requirements and ensure that the right documents are made available during discovery.

BUILD A COMPREHENSIVE, CUSTOMIZED SOLUTION

To ensure that your Iron Mountain Litigation Support Solution is tailored to your specific organizational needs, Iron Mountain Consulting Services are available to guide you throughout all aspects of the information management and discovery lifecycle. Our consultants have the expertise to assist you in building retention schedules, creating policies and procedures that reduce the amount of information to search and developing discovery response processes to further improve overall readiness.

Moreover, our Consulting Services provide in-depth litigation preparedness application and information maps that help you identify the records most likely to be involved in high-risk court proceedings or investigations, leading to greater efficiencies.

ENSURE LITIGATION READINESS

The Iron Mountain Litigation Support Solution provides a comprehensive, end-to-end suite of capabilities that work in concert to help your organization quickly and effectively find, organize, prepare, image and deliver physical records to meet litigation requirements.

The combination of our Conversion Services, Stratify and Accutrac software and the unparalleled expertise of our consultants helps you transform paper-based documents into digital records, centrally manage your entire discovery portfolio and develop retention and hold policies that secure critical records while reducing data volumes. When taken as a whole, the components of our Litigation Support Solution help you become better positioned to:

- Manage litigation requirements
- Improve compliance
- Reduce complexity
- Contain many of the costs typically associated with the discovery process
- Respond in a timely manner



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.

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