



GOVERNMENT

UNPARALLELED SECURITY, ACCESS AND COMPLIANCE

Information Management Solutions for the Federal Government

Managing the evolving information challenges within the federal government by:

- Employing proven, auditable methods that comply with federal regulations
- Driving efficiencies and reducing costs via integrated records and information management solutions
- Safeguarding sensitive information with the help of unparalleled security processes and rigorous chain-of-custody
- Keeping records accessible at all times with streamlined indexing and archiving
- Leveraging the best practices gained from over 60 years of experience working with government agencies and departments

Governing Information in the Face of Constant Change

Every day, federal departments and government agencies across the country produce a large volume of information, documents and forms. The requirement to continually collect, exchange, analyze, index and maintain this massive amount of data requires considerable time, money and manpower.

Compounding this challenge is that fact that whenever information is stored, it must remain accessible in accordance with federal records storage mandates. Regardless of whether a record exists in a paper or digital format, the ability to locate and access it in a timely manner to manage day-to-day operations, comply with the Open Government Directive, respond to a Freedom of Information Act (FOIA) request or prepare for discovery is of vital importance.

Responding to the challenges inherent in working within the federal government requires a partner you can trust to keep your vital records and mission-critical information secure and accessible throughout its lifecycle. At the same time, you need a vendor that can efficiently store increasingly complex volumes of information in accordance with all applicable regulations – and offer an impeccable reputation of service in the public sector and a commitment to sustainability.

Conquering the Information Deluge

Iron Mountain Government Services provides the proven solutions and practical advice needed to effectively address your most pressing information management needs. Our robust portfolio of capabilities is comprised of:

Records Management Solutions. Deliver the high levels of security required by the federal government via proven workflows and storage methods that maintain accessibility and ensure records are securely destroyed at the end of their lifecycle.

Document Management Solutions. Secure and manage both paper-based and digital records, as well as hybrid environments comprised of both, through tailored storage and imaging programs designed to fit your unique needs and free up limited office and storage space.

Data Protection and Continuity of Operations Planning Solutions. Provide comprehensive disaster recovery programs that protect mission-critical information, archive and index digital information for easy access and back up tapes, servers, PCs, and Macs.

In addition, our experience as a partner on more than 1,500 federal contracts demonstrates our ability to help you promote and achieve transparent governance, interagency collaboration and environmental stewardship, so you can simplify the business of government – anytime, anywhere and across any medium.

EASE OF GENERAL SERVICES ADMINISTRATION PROCUREMENT

Did you know that Iron Mountain Government Services are authorized for federal government procurement? We are listed on the General Services Administration (GSA) Schedules 36: #GS-25F-0066M, 70: #GS-35F-0526U and Logistics Worldwide (LogWorld): #GS-10F-0022X.



A GREENER APPROACH TO INFORMATION MANAGEMENT

Secure destruction of documents is an essential component of any federal records storage program. As such, whenever your records reach the end of their retention periods, you can turn to Iron Mountain Secure Shredding services for the safe, reliable, convenient, cost-effective and environmentally friendly destruction of paper records. And because we recycle all paper, our Secure Shredding program realizes annual environmental savings. Examples include:

- 8.7 million 50-foot trees
- 3.6 billion gallons of water
- 2.1 billion KW hours of electricity

Records Management Solutions

Our storage services for paper-based federal records help you free up valuable office and onsite storage space and deliver unparalleled levels of security, accessibility and chain-of-custody – while maintaining compliance with all federal regulations.

These services leverage:

- Our network of National Archives Records Administration (NARA)-compliant Federal Records Centers, which meet NARA 36 Code of Federal Regulations (CFR) Part 1234, as well as the Federal Emergency Management Agency (FEMA) Continuity of Operations Plan (COOP) requirements
- Storage facilities that are protected by perimeter, entry and interior security protocols, and equipped with fire-safe construction, dependable water supplies and comprehensive environmental controls
- Proven, thorough workflows that employ auditable processes to ensure federal records are secure, efficiently organized and accessible in a timely manner
- The ability to quickly respond to information requests via the Iron Mountain Image on Demand™ solution, which converts paper-based records to digital images on an as-needed basis
- Secure, reliable document destruction



Document Management Solutions

By combining paper files, digital information and hybrid environments into a single information management program, our fully integrated document management solutions lessen information overload and ensure that your critical records remain accessible, secure and in full compliance with all pertinent regulations. In addition, these customized solutions meet your organization's specific needs and mission objectives through:

- Digitization programs that maintain accessibility, reduce onsite record storage requirements, allow office space to be repurposed and provide secure storage for original records at an Iron Mountain Federal Record Center
- Document sharing capabilities that allow for easy cross-agency collaboration and provide the right content to the right people in order to meet the Open Government Directive and fulfill FOIA requests
- Intelligent scanning that enables you to promote public records self-service, leading to increased transparency
- Iron Mountain Accutrac® software, which integrates with existing content management systems to provide consistent records classification, indexing, retention and hold management
- Accurate information indexing that leverages barcodes and metadata for tracking purposes
- Programs that integrate with government enterprise solutions such as IBM® InfoSphere™



Data Protection and Continuity of Operations Solutions

With Iron Mountain's comprehensive data protection and continuity of operations solutions, you'll be able to secure critical information and quickly reestablish operations in the event of a disaster. Our full suite of services enables you to safeguard data regardless of format, media or location.

- Iron Mountain Offsite Tape Vaulting service, which ensures your data remains secure and accessible at all times
- Online backup for PCs and Macs, which ensures information is secure and recoverable in the event of a disaster or disruption
- Continuity of operations solutions, including data recovery and restoration services
- Accurate indexing, online archiving and web-based reporting tools that keep data within easy reach for both day-to-day operations and eDiscovery or FOIA requests
- Data deduplication and destruction services that help to reduce the volume of information you need to manage

In addition, we offer a select group of products that meet Federal Information Processing Standard (FIPS) 140-2, Level 1 and requirements for clause 1194.21 of Section 508 of the United States Rehabilitation Act. To learn more, visit www.ironmountain.com/coop.

EFFICIENT AND COMPLIANT PROGRAMS INCREASE INFORMATION ACCESSIBILITY

Iron Mountain Government Services employs a comprehensive range of services and proven workflows and storage methodologies to help you drive greater efficiencies, reduce costs and improve the usefulness and availability of government information.

The expertise and best practices we've gained through 60-plus years of partnering with the public sector enable us to provide the trusted, pragmatic advice you need to solve your most critical information management problems so you can realize greater value from the records you create, distribute and store each day. What's more:

- Our integrated information management solutions protect your mission-critical information while making it readily available to meet the Open Government Directive and FOIA requests
- Our records storage services enable you free up valuable office and onsite storage space
- Our high levels of security allow authorized users access to records when needed, in compliance with all pertinent federal regulations



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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.com for more information.

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