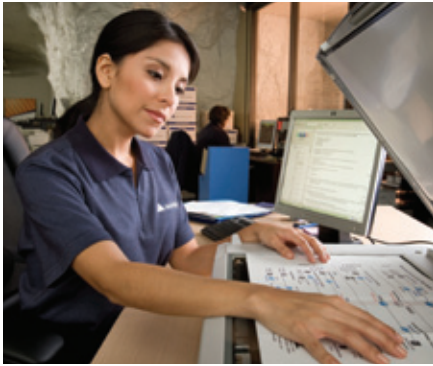


**Iron Mountain Federal Historical Records Management**

# PRESERVING HISTORICAL RECORD FORMATS



Some records managers and archivists cited adapting to digital asset management and the re-formatting of materials as their most pressing concerns.

-A Census Report-Archive Census and Educational Needs Survey, 2006, The American Archivist

**OPERATIONAL CHALLENGE**

Aside from these concerns, worries about digitization, preservation and secure distribution are on the rise. Agencies are often entrusted with the great responsibility of protecting those irreplaceable objects, media and artifacts that constitute the legacy of your agency. Indeed, fragile archives and vintage media represent some of the nation's most valuable assets, many of which contribute to the rich and varied history of the United States and its government. There's no question: Historical records must be preserved.

**WHAT IF YOU COULD...**

- **Protect** your irreplaceable assets from disaster?
- **Preserve** your legacy for future generations?
- **Partner** with a records management organization that brings you both confidence and peace of mind?

**HOW THIS AFFECTS YOU...**

The safety and preservation of priceless materials cannot be left to chance. Offering a comprehensive portfolio of solutions for historical records management and conservation means, finding the solution that fits your needs to completely protect your agency's assets.

**IRON MOUNTAIN FEDERAL HISTORICAL RECORDS MANAGEMENT**

As the industry-leader in archive, storage, chain of custody processes and preservation, Iron Mountain has vaults and facilities with groundbreaking security practices and technological infrastructure allowing you to develop a customized solution to suit your needs.

**PROTECT**

Ensure the protection of your most valuable historical materials against theft, damage, piracy, erosion and destruction by properly preserving your archives in our secure facilities.

Transportation of your assets is protected by Iron Mountain InControl®, which includes patented technology with an auditable chain of custody, a specially designed locking system, real-time wireless scanning, RFID sensors and driver screening and background checks.

# Iron Mountain Federal Historical Records Management

<p><b>BACKFILE CONVERSION</b></p> <p>If you have a backlog of paper records that are costly to store and manage, you need to establish a fast, efficient process and perform bulk conversion of those records to electronic form.</p>	<ul style="list-style-type: none"> <li>• Reduce or eliminate onsite physical records storage.</li> <li>• Make records easier to search, access and distribute.</li> <li>• Use web-based tools to efficiently identify unneeded records for secure purging, without having to physically examine the contents of every box.</li> </ul>
<p><b>DAY-FORWARD CONVERSION</b></p> <p>Many records are initially created on paper, but companies often want to quickly convert them to electronic form.</p>	<ul style="list-style-type: none"> <li>• Support electronic workflow processes.</li> <li>• Establish a conversion process that integrates smoothly with your existing business processes.</li> <li>• Document conversion as an in-house or outsourced solution.</li> </ul>
<p><b>IMAGE ON DEMAND</b></p> <p>Scanning all documents is costly and is often unnecessary. Here's a cost-effective conversion solution for your paper-based documents that have low retrieval needs.</p>	<ul style="list-style-type: none"> <li>• Outsource a complete document library to Iron Mountain, with users only requesting specific documents "on demand".</li> <li>• Those documents are quickly retrieved, scanned and made available within hours.</li> <li>• This "pay as you go" service minimizes costs by only digitizing requested documents.</li> </ul>
<p><b>DESKTOP DOCUMENT CAPTURE</b></p> <p>You can efficiently image documents from widely distributed locations and make them available for retrieval by your end users. Documents are:</p>	<ul style="list-style-type: none"> <li>• Indexed and bar-coded by those who know them best, your knowledge workers.</li> <li>• Locally converted to image using a scanner, photo copier or fax.</li> <li>• Sent to an Iron Mountain server and made available for search and retrieval.</li> <li>• Under your control, with the documents kept in-house while they are being processed.</li> </ul>
<p><b>X-RAY ON DEMAND (XOD)</b></p> <p>A digitization service for healthcare organizations who store radiology films with Iron Mountain.</p>	<ul style="list-style-type: none"> <li>• A specific X-ray study is requested.</li> <li>• Iron Mountain retrieves, digitizes and converts the film to a DICOM (Digital Imaging and Communications in Medicine) format.</li> <li>• It is then indexed, encrypted for security, and sent to the customer's Picture Archiving and Communications Systems (PACS) or an Iron Mountain hosted PACS archive for immediate viewing, downloading or printing.</li> </ul>
<p><b>X-RAY BACKFILE SCANNING</b></p> <p>No matter the size, if your library of x-ray films needs scanning, Iron Mountain can:</p>	<ul style="list-style-type: none"> <li>• Plan and manage a high-volume.</li> <li>• Backfile scan by project to digitize your library of x-ray films.</li> </ul>

## PRESERVE

The chart above references different ways to convert your information for better preservation. Agency archives may include physical objects, written documents, old film or media formats. Iron Mountain offers specialized expertise in the proper preservation of each object and can likewise rescue obscure media formats to make your valuable content accessible and usable no matter what the future of technology may hold. At Iron Mountain your agency's assets are automatically "future proofed" – migrated to new digital formats and constantly checked for data integrity so you will not have to worry about media decay, migration or obsolescence again.

## BREATHE EASY

Your customized, best practices solution catered to the needs of your specific archive allow you to find, access, share and distribute your media anywhere securely – all while your original materials remain safe

with Iron Mountain. Your agency can breathe easy knowing its assets, no matter the format, are protected against disaster in the industry's most trusted facilities available.

## WHAT YOU GAIN...

- **Long-term protection.** Your agency can preserve its assets in a 100% media agnostic environment.
- **Easy file searching and retrieval.** With automatic meta-tagging upon digitization, you can search and recover any item in your digital archive at any time.
- **Flexible access.** Your originals can be accessible from anywhere, and can also be distributed upon request in any format you may choose.
- **Reduced spending.** Your agency can reduce costs of converting, migrating and restoring data.
- **Quality customer care.** Create a solution that is entirely customized to your needs with the help of Iron Mountain's leading experts in digital archiving.



**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 website at [www.ironmountain.com](http://www.ironmountain.com) for more information.

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