

Iron Mountain Federal Vital Records Management

SECURE YOUR ESSENTIALS



“Federal Vital Records are records containing information that Federal agencies may need to conduct business under emergency operating conditions or to protect the legal and financial rights of the Federal Government and the people it serves.

—Source: www.archives.gov/records-mgmt/vital-records/#Preface

WHAT IS VITAL TO YOU?

Vital records, as their name suggests, are necessary materials that enable your agency to run smoothly under any and all conditions. In addition, vital records protect rights of the government and those individuals directly affected by the government’s actions, and can help stabilize operations in the wake of unforeseen circumstances.

Fast, easy and reliable access to critical operating documents is a key part of federal agency continuity of operations plans. Yet many agencies struggle with highly fragmented, inefficient and costly document management that involves a mix of paper-based and electronic records, much of which is often dispersed among onsite and offsite storage facilities, and potentially housed among multiple vendors.

HOW THIS AFFECTS YOU

Although vital records make up only 1-7 percent of a typical agency’s records inventory¹, the management of such records is of the utmost importance. What’s more, agencies like yours must comply with the U.S. Department of Homeland Security’s (DHS) Federal Continuity Directives as well as the Managing Vital Records section of 36 CFR Part 1236.14, which call for safeguarding records against emergency and protecting records from being outdated by technology.

It’s no wonder that, according to National Archives and Records Administration (NARA), each Federal agency should develop a vital records plan. The plan would include

¹ <http://www.archives.gov/>

Federal Vital Records Management Services

identifying records that are necessary for continued agency operations and/or for the protection of legal and financial rights.² The plan should likewise include a description of these records, as well as specific measures for storing and periodically cycling copies.

² <http://www.archives.gov/records-mgmt/vital-records/>

WHAT IF YOU COULD...

- **Gain** secure access to all of your essential materials?
- **Manage** hybrid records and convert materials to various formats for added insurance?
- **Help** your agency meet continuity of operations, regulatory and agency compliance requirements?

FEDERAL VITAL RECORDS MANAGEMENT SERVICES

ACCESS	A comprehensive approach to storing and accessing your vital records through best practices and a rigorous chain of custody to ensure that your records are secure and that access is restricted to authorized users only.
CONVERSION	Capabilities to help you make a smooth transition from paper-based to electronic processes providing special expertise in managing hybrid record formats (paper, digital and microfilm), making it easy for you to select the best services for your needs while keeping the process as cost effective as possible.
COMPLIANCE	Meet continuity of operations, regulatory and agency compliance requirements by identifying those records that are the most vital to your agency. Iron Mountain can aid in onsite collection and indexing of records and provide secure transportation of your materials to an Iron Mountain Federal Records Center. Iron Mountain also offers: <ul style="list-style-type: none">• Categorization of records for quick searches and easy access• Storage of originals in climate-controlled facilities• Secure transmission of digital images• Ingestion of images into the Iron Mountain Digital Record Center® for Images, or delivery to a customer document management system

WHAT YOU GAIN

- **Protection for your hard copy records.** Our secure, controlled storage environments protect against extremes in temperature and moisture, as well as against dust and contaminants.
- **Duplication of your vital records.** You can have secure electronic access for working copies.
- **Long-term preservation.** You can request complete microfilm conversion and microfilm storage services.
- **Improved auditing and reporting.** Our detailed document management with audit trails and reporting will support your compliance needs.



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 for more information.