

## Federal Records Storage for Paper Records

# MANAGING AND PROTECTING FEDERAL RECORDS

A Compliant Records Storage Program Will Withstand the Rigors of a Federal Inspection

**TRUST THE RECORDS MANAGEMENT EXPERTS**

Creating a compliant federal records storage program requires expertise, proven processes and facilities that are specifically engineered to meet National Archives and Records Administration (NARA) documentation requirements.

Iron Mountain provides records management expertise you can count on. Our proven methodologies and unmatched chain of custody manages and protects federal records according to the NARA's requirements set forth in 36 CFR Part 1234 and Continuity of Operations Planning (COOP) requirements. When you select Iron Mountain as your Federal Records Storage Services provider, you receive the following:

- Compliance you can substantiate to satisfy NARA documentation requirements
- Flexibility to adjust your records management program as requirements change
- Program standardization delivered across a network of facilities
- Quality services provided by rigorously screened and expertly trained records management specialists
- Facilities architected to meet 36 CFR Part 1234 requirements via a dedicated real estate and engineering team

**CONSISTENCY YOU CAN COUNT ON**

Iron Mountain's federal records storage for paper records follows a repeatable project methodology to streamline implementation and ensure an auditable chain of custody that includes:

- **A Standardized Project Methodology.** Utilizing a six-step standardized project methodology, Iron Mountain guides your compliance team through a comprehensive checklist to determine your organization's state-of-compliance readiness. After identifying any compliance gaps, an assessment, cohesive statement of work, and implementation project plan are prepared.
- **Consistent Chain of Custody.** Iron Mountain has developed proven workflows, like our triple-check workflow which scans every carton or package of files three times, to deliver the highest level of security and accuracy. Plus, our InControl® solution protects information in transit with patented security features and tracking.

**COMPLIANCE YOU CAN SUBSTANTIATE**

Simply stating a facility is compliant is not enough to earn credibility. That's why we offer clients an opportunity to inspect our facilities prior to engaging our services. We even help you satisfy NARA's documentation requirements by completing your compliance response survey for you.

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### PROGRAM FLEXIBILITY YOU CAN CONTROL

Once you have established a compliant records management program, Iron Mountain will provide ongoing monitoring to ensure it stays that way. Our experts stay informed of all of NARA's current and future requirements. When necessary, they will provide detailed recommendations for adapting your program to remain compliant.

### SERVICE AND SUPPORT YOU CAN STANDARDIZE ON

Agencies and contractors that need to implement a federal records management program across multiple locations can rely upon Iron Mountain's network of storage facilities. In addition to providing fast access to records associated with federal projects in multiple geographic locations, this network also helps agencies meet the Federal Emergency Management Agency's (FEMA) COOP requirements in the event of a disaster.

### PEOPLE YOU CAN TRUST

You can be certain that Iron Mountain adheres to strict security requirements. We conduct rigorous background checks, employee screenings, and formalized training to ensure that we maintain the highest standards of security when protecting and storing federal records.

### REAL ESTATE AND ENGINEERING EXPERTISE YOU CAN RELY UPON

Iron Mountain consults with NARA, Federal Agency Records Officers and industry engineering experts to determine what technologies and systems to utilize that will meet and/or exceed CFR compliance.

### THE PROOF IS IN THE BUILDING

Iron Mountain's Federal Records Centers withstand the rigors of a federal inspection by adhering to key NARA facility requirements, pertaining to:

- **Security.** Inclusive of construction, perimeter security, entry security, interior security, and security planning.
- **Fire Safety.** Preventative measures from proven fire-safe construction and early detection systems, to dependable water supplies.
- **Environmental Controls.** Comprehensive environmental conditions that safeguard federal records from the elements.

### JUST CALL IRON MOUNTAIN

For more than 60 years, more than 1,500 federal accounts have trusted Iron Mountain to manage their information assets. When it comes to federal records, rely upon Iron Mountain to protect and store your federal records with compliance.



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