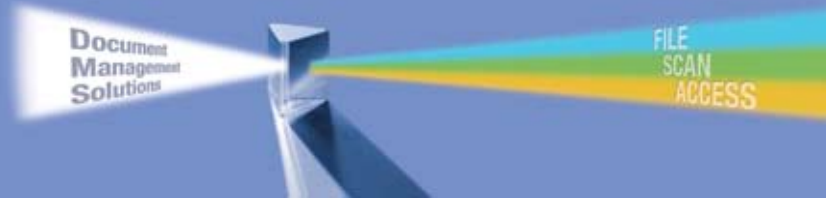


Scanning & Indexing For Consulting & Auditing Firms



File - **Scan** - Access

Electronic document conversion: the proven, cost-effective solution

While virtually all new documents are now created digitally, professional service organisations still need to access documents that only exist in hard copy format. Whether for HR information, contracts or proposals, consultants and auditors routinely have to refer to hard copy files that are often cumbersome and expensive to manage internally.

Nearly 90% of consultancy and auditing companies still store their active documents on-site. And whilst three-quarters of them have started scanning some of their documents, an overwhelming 81% continue to store the scanned documents on-site. Less than 10% rely on an outsourced vendor.

IS STORING OFF-SITE A VIABLE ALTERNATIVE?

The vast majority of companies (95%) still think that storing their documents on-site makes access quicker and easier, and over half (56%) see outsourcing as an expensive option.

Iron Mountain's intelligent document management solution combines rapid access to physical and digital active documents. You can increase business efficiency by scanning only the documents that are accessed frequently by multiple customers in different locations.

If you outsource the scanning of some of your active documents such as proposals or accounts payable documents to Iron Mountain you can get the double benefits of physical off-site storage and easy access. This unbroken chain of custody ensures secure and consistent management of your sensitive business data.

WILL THIS APPROACH WORK FOR MY COMPANY?

Iron Mountain offers several methods to digitise documents. You can choose from a range of services, and implement a solution that best suits your specific corporate requirements.

Back-file scanning. This is a means of converting all paper documents into digital format. We recommend back-file scanning only for frequently retrieved active and business-critical records as converting all records in their entirety can be costly and time consuming.

Abstract and selective imaging. These are two ways to intelligently scan and cost-effectively manage your active documents. For abstract imaging we work with you to determine which parts of a document really need to be accessed and therefore scanned.

Selective imaging identifies and scans in their entirety only files that are most likely to be retrieved in the future.

Day-forward scanning. While many types of records are initially created on paper, companies often want to convert these quickly into electronic form to integrate them with electronic workflow processes. The Iron Mountain day-forward scanning service helps you to establish a scanning process that integrates smoothly with your existing business processes. This can include scanning paper documents at source as they enter the business.

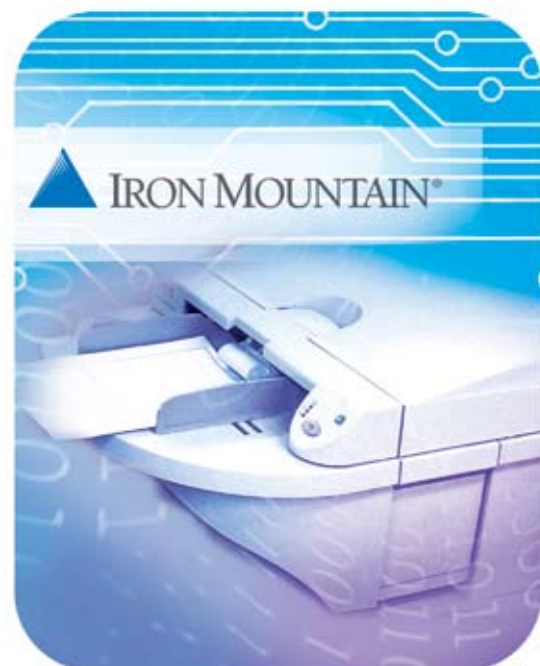


Image on demand. This provides a cost-effective scanning solution for paper-based documents stored with Iron Mountain. When a document is requested, it is located, scanned, checked for quality, and delivered to the customer in electronic format. The electronic document can then be uploaded to an Iron Mountain hosted document repository where it can be viewed, annotated and printed by authorised users.

HOW CAN IRON MOUNTAIN HELP ORGANISATIONS CONVERT CHALLENGES INTO OPPORTUNITIES?

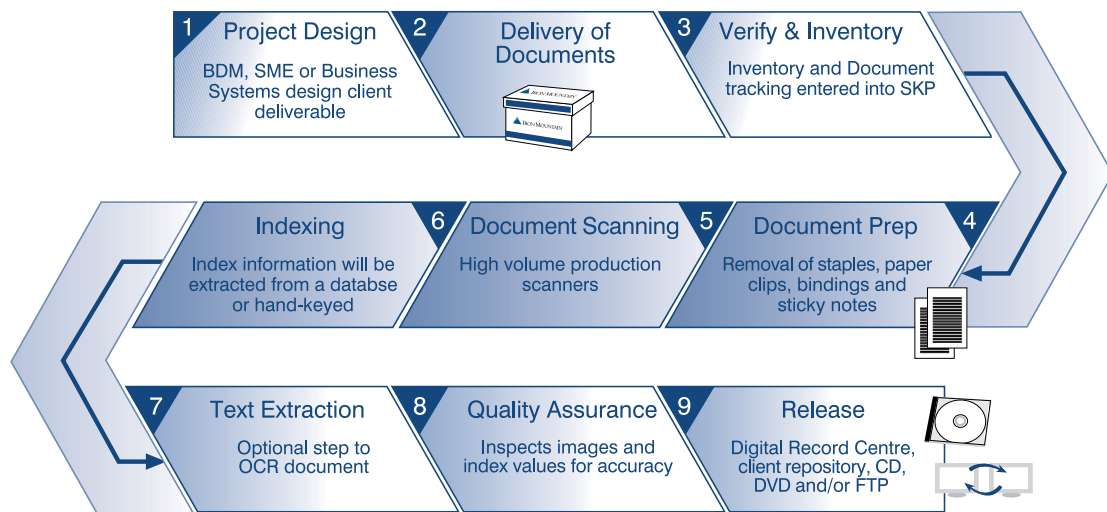
- Enabling multiple users to access documents simultaneously improves efficiency and customer service through reduced delivery time
- Outsourcing the scanning of documents to Iron Mountain saves time and money and assures customers that documents are managed consistently by professionals
- Cutting document access time enables you to lower your document management costs

ABOUT IRON MOUNTAIN

Iron Mountain Europe is a subsidiary of Iron Mountain Incorporated (NYSE:IRM), the global leader in information protection and storage services. Iron Mountain Europe services 56 markets within 18 countries across Europe. For further information, visit: www.ironmountain.co.uk

Iron Mountain helps organisations around the world reduce the costs and risks associated with information protection and storage. The company offers comprehensive records management and data protection solutions, along with the expertise and experience to address complex information challenges such as rising storage costs, litigation, regulatory compliance and disaster recovery. Founded in 1951, Iron Mountain is a trusted partner to more than 100,000 corporate clients throughout North America, Europe, Latin America and the Pacific Rim. The company currently employs more than 18,000 staff worldwide and generated sales of \$2.4 billion in 2006.

Typical Scanning & Indexing Workflow



We can help you make your information work for you

Contact us today on
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Iron Mountain operates in major markets worldwide, serving thousands of customers throughout the UK, Europe, U.S, Canada, Latin America and Asia Pacific. For more information, visit our website at www.ironmountain.co.uk

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