

## Iron Mountain's Accutrac® Software



Manage both active and inactive records—wherever they reside

Many organizations currently rely on one system to manage their on-site, active records and another system to manage their off-site, inactive records. The consistent management of all records — both active and inactive, wherever they reside — is a key to compliance. An end-to-end solution that can manage records throughout their entire lifecycle, from declaration through retention and finally disposition, can help you reduce the overall cost of storing and managing corporate records while mitigating legal and compliance risks.

### ACCUTRAC® SOFTWARE FROM IRON MOUNTAIN

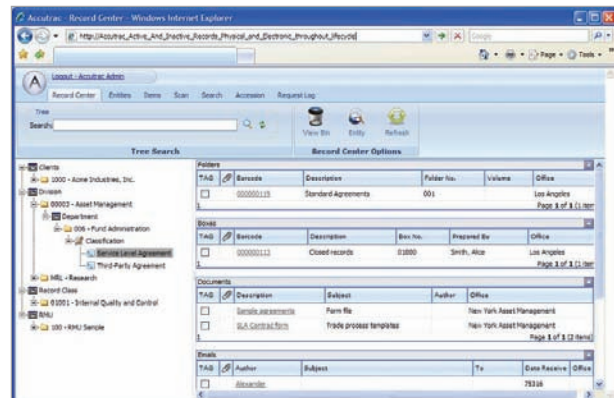
Iron Mountain's Accutrac software is a records management application that enables you to manage active and inactive records wherever they reside, all from a single interface. For physical files, Accutrac provides a total records management solution for both your on-site records and off-site records stored at Iron Mountain. When integrated with Enterprise Content Management (ECM) systems, Accutrac provides advanced records management support for electronic records—including both structured and unstructured data.

### GET PHYSICAL RECORDS CONTROL

Whether you are looking to get better control over physical files stored in department file cabinets or need to optimize a file room, Accutrac software provides the set of capabilities required for the compliant, efficient management of your important physical records.

Accutrac software supports the full range of capabilities required for physical records management, including:

- Customizable carton/file description templates that let you create specific indexing requirements for different types of records
- Search and request capabilities



- Physical inventory management features, including location bar-coding, item bar-coding, and systematic check-in/check-out workflow
- DoD 5015.2 compliant retention management capabilities including retention schedule definition, classification, automated disposition calculation, and systematic destruction/disposition workflow
- Audit trails for records as they are transferred to different locations throughout their lifecycle, to eliminate the need for hardcopy transmittal forms and box creation requests
- Role-based security, to control access to records on an individual and/or group basis
- Standard and customizable reporting powered by Crystal Reports®

When integrated with Iron Mountain Link™, Accutrac software provides fast, reliable access to records whether they reside on-site or off-site at Iron Mountain. This capability helps you to efficiently manage your file inventory and daily order transactions with Iron Mountain, streamlines the retrieval of records, and supports litigation preparedness and compliance requirements.

### AUTOMATE ELECTRONIC RECORDS MANAGEMENT

Many companies have already made significant investments in an ECM or Document Management system. While these systems often excel at document access and workflow, many lack even the most basic records management capabilities required for compliance. Today's Records Managers are therefore faced with a dilemma: "How can I achieve my compliance goal without throwing out our existing investment?"

Accutrac can extend your ECM or Document Management system by providing the full suite of compliance and retention management capabilities to electronic records already managed by those systems. This lets you consistently manage records regardless of format or location, while still allowing you to leverage your existing system investment.

### COMPLIANT RECORDS MANAGEMENT

Accutrac helps companies meet legal and regulatory requirements through the implementation of a consistent and compliant records management program in line with documented policies. Accutrac software is a DoD 5015.2 certified application that offers enterprise-scale, configurable workflows for the classification and indexing of records to support robust retention management, legal holds, and final disposition.

Technology is one component of a Compliant Records Management Program. Iron Mountain also offers a wide range of consulting services to help you to capitalize even more on the business value of Accutrac. We offer the combined expertise of over 50 consultants who draw on Iron Mountain's unequalled experience in records retention, document management, eDiscovery, and data privacy. Iron Mountain currently supports most of the Fortune 1000 and many other companies in a wide range of industries.

### IRON MOUNTAIN: YOUR TRUSTED PARTNER

Iron Mountain (NYSE:IRM) helps organizations 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 Asia Pacific.

### SYSTEM REQUIREMENTS

#### Software

- Microsoft® Windows Server 2003 Standard x64 Edition, Enterprise x64 Edition, or Datacenter x64 Edition with SP 1 or later
- Microsoft SQL Server 2000 or 2005 with Full Text Searching Option enabled
- Internet Information Server (IIS) 6 or greater (only required for thin client installations)

#### Hardware

- Multi-processor, or multi-core with 2.0 GHz or faster processor(s)
- 4 GB RAM
- 100 GB of available hard disk space for the recommended installation (additional storage needs may vary widely depending on data storage requirements)

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