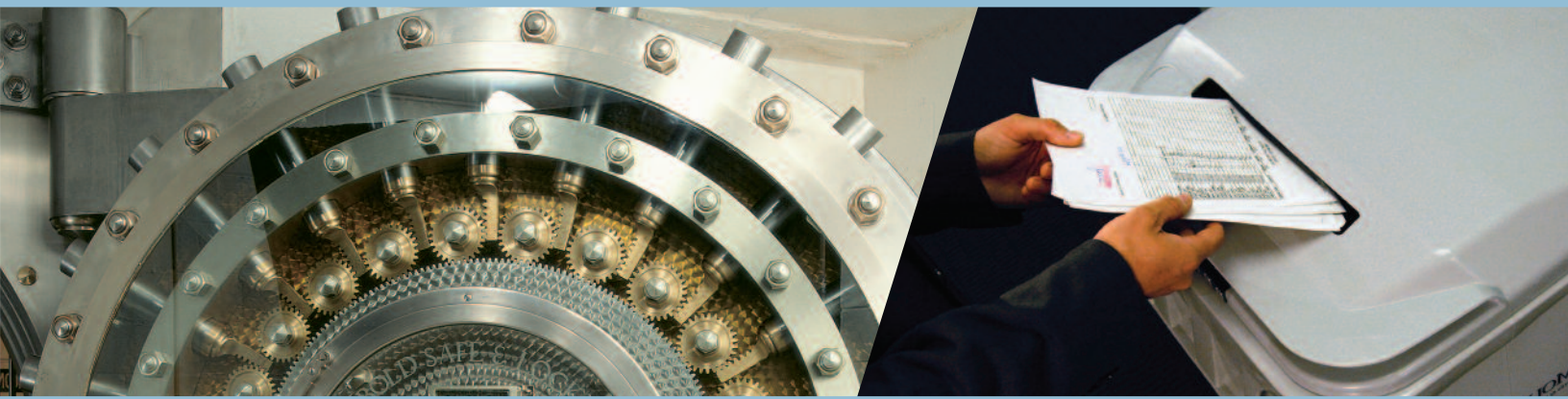


# SECURE SHREDDING



Compliant Destruction of Your Business Information

# Iron Mountain Secure Shredding Services

## The need for proven and permanent information destruction processes has never been greater.

Today, properly disposing of personally identifiable information is a business imperative. Federal and state laws require it; vigilant consumers demand it; and organizations everywhere are beginning to understand the serious consequences of accidental disclosure of information or unauthorized access.

These include irreparable damage to a company's reputation, loss of market share and customer trust, plus steep fines and expensive lawsuits. To avoid such risks, companies of all sizes — from all industries — rely on the secure shredding services of Iron Mountain.



### **REDUCE RISK, COST AND COMPLEXITY WITH THE EXPERTS IN COMPLIANT INFORMATION DESTRUCTION**

No one understands the challenges of information protection better than Iron Mountain. It's why our processes are the most efficient and cost-effective in the industry, and why our expertise, resources and service responsiveness are world-class. As your trusted partner, we will work closely with you to develop a comprehensive shredding solution for your information and ensure these materials are destroyed and rendered completely unrecoverable in a timely, consistent and compliant manner.

## Iron Mountain Secure Shredding: A Comprehensive Solution

Applying best practices each step of the way, Iron Mountain's program-based approach will help you establish simple, standardized policies and procedures across all your locations, and monitor them to ensure ongoing effectiveness.

### Our proprietary process:

- 1** Analyzes existing shredding practices and security controls against your current business and regulatory requirements.
- 2** Develops a comprehensive program to cost-effectively meet these needs.
- 3** Defines procedures that align with your new policies while complying with all regulations.
- 4** Provides clear, concise communication tools and resources to educate and train employees about the new disposal program.
- 5** Rolls out program across your entire company with the support of a dedicated implementation team.
- 6** Monitors the program continuously to achieve maximum effectiveness.
- 7** Conducts independent audits to ensure our own procedures consistently meet compliance requirements.
- 8** Provides accountability receipts and Certificates of Destruction for all services rendered.

### FLEXIBLE SHREDDING OPTIONS TO MEET YOUR UNIQUE NEEDS

The depth and variety of Iron Mountain's secure shredding solutions represents our commitment to satisfy your specific business requirements as well as personal preferences.

Each of our services, whether recurring or episodic, offers the ultimate in safety and convenience.

**Off-Site Shredding** – performed at an Iron Mountain secure shredding facility where your materials are permanently rendered unreadable and unrecoverable using industrial-grade shredders, pulverizers and incinerators.

**On-Site Shredding** – allows you to witness the destruction of your materials at your own location.

**Special Projects Destruction** – provides a one-time or periodic purge of information, such as when moving or consolidating offices, cleaning out storerooms or after a tax audit is complete.

*“...properly disposing of personally identifiable information is a business imperative.”*



## Put The Strength Of Iron Mountain To Work For You

Iron Mountain Inc. helps organizations around the world reduce the costs and risks associated with information protection and storage. We offer comprehensive records management, data protection, and information destruction 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 90,000 corporate clients throughout North America, Europe, Latin America and the Pacific Rim.

## Additional Services To Enhance Your Compliant Destruction Program

### Records Management

- > Records Management & Storage
- > Document Management Solutions
- > eRecords Management Services
- > eDiscovery & Litigation
- > Records Management Consulting

### Data Protection & Recovery

- > Offsite Tape Vaulting
- > PC Data Protection
- > Server Data Protection
- > DataDefense
- > Email Continuity

### Intellectual Property Management

- > Technology Escrow
- > Domain Name Management

© 2007 Iron Mountain Incorporated. All rights reserved. Iron Mountain and the design of the mountain are registered trademarks of Iron Mountain Incorporated. All other trademarks are the property of their respective owners.



745 Atlantic Avenue  
Boston, Massachusetts 02111  
(800) 899-IRON

Iron Mountain (NYSE:IRM) operates in major markets worldwide, serving thousands of customers throughout North America, Europe, Latin America, and Asia Pacific. For more information, visit our Web site at [www.ironmountain.com](http://www.ironmountain.com).