



RECORDS MANAGEMENT

BOX QUICK REFERENCE GUIDE

BUSINESS CHALLENGE

Your organisation's information growth is explosive. Ensuring the integrity of your official records is a top priority. If the information you need isn't readily available when you need it, the consequences can be significant - hindering your ability to successfully execute a new strategy, satisfy a customer request, or support your compliance practices.

Gain peace of mind by storing your records in boxes living in optimal conditions with advanced security and access controls. You'll be able to protect the integrity of your important information assets and ensure records can be quickly retrieved when the need arises, all the while freeing up your valuable, expensive real estate for more strategic uses.

STORING YOUR COMPANY'S MOST IMPORTANT ASSETS

WHAT IF YOU COULD STORE YOUR RECORDS IN BOXES...

- Designed for ease of assembly and convenience?
- Made to exacting standards, ensuring quality to withstand the rigours of day-to-day use?
- Tested for strength to provide long-lasting durability?
- Carefully managed in facilities that feature fire detection and suppression systems, advanced intrusion detection systems, physical access controls and 24/7 monitoring of all fire and security systems?

BOXES DESIGNED TO MEET YOUR NEEDS

Your records come in a wide variety of shapes, sizes, and mediums. Make sure you are adequately protecting those records by storing them in an Iron Mountain box. All Iron Mountain boxes are designed for ease of assembly, with your business records in mind:

- standard business documents
- lever arch files
- medical x-rays
- blueprints, plans and drawings
- business cheques
- oversize documents
- computer printouts

Your valuable documents are well protected in our professional grade boxes that don't crush easily and will provide long-term storage. This saves you re-boxing fees if you have to replace less expensive boxes that tend to fail more quickly. Our boxes are designed by Records Management professionals and have unique details like reinforced lids and handholds, a seamless base, and certain models feature lids that can be fastened for extra security.

FEEL GOOD ABOUT GOING GREEN

When you choose specially engineered Iron Mountain boxes, you can feel good that you have selected strong boxes that are environmentally friendly. All of our boxes are made primarily from virgin and recycled material, and are recyclable.

ORDER YOUR IRON MOUNTAIN BOXES TODAY

Ordering is easy. Contact us at 08445 60 70 80 or online through Iron Mountain Connect™ and let us serve the document needs of your business.

IRON MOUNTAIN STANDARD BOX INVENTORY

<p>IS Standard File Box Designed to accommodate both A4 size papers and files. Features security tag holes.</p>	<p>16" x 11" x 10 3/8" 1.057 Cubic Feet 405mm x 280mm x 265mm 0.030 Cubic Metres</p>	
<p>IL Lever Arch Box The ideal container for the horizontal storage of lever arch files. Features security tag holes.</p>	<p>16" x 14" x 10 3/8" 1.345 Cubic Feet 405mm x 355mm x 265mm 0.038 Cubic Metres</p>	
<p>IV Voucher Box Convenient storage for all types cheques, deposit slips, time cards and similarly sized documents.</p>	<p>20 1/4" x 9 5/8" x 4 3/4" 0.536 Cubic Feet 515mm x 245mm x 120mm 0.015 Cubic Metres</p>	
<p>IX X-Ray Box Designed to accommodate x-ray films and similarly sized documents. Features security tag holes.</p>	<p>15" x 7" x 19 1/2" 1.185 Cubic Feet 381mm x 178mm x 495mm 0.034 Cubic Metres</p>	
<p>IT Triangular Tube Box Convenient storage for rolled maps, blueprints and drawings.</p>	<p>47 1/8" x 6 7/8" x 6" 0.562 Cubic Feet 1200mm x 175mm x 150mm 0.016 Cubic Metres</p>	
<p>IH Half Cube Box Used for further separation of files within a box context.</p>	<p>15 5/8" x 5" x 10 1/8" 0.458 Cubic Feet 398mm x 128mm x 258mm 0.013 Cubic Metres</p>	

PLEASE NOTE: All dimensions are approximate based upon the average external dimensions of several manufacturers' boxes loaded with files.

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ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM) is the global leader for storage and information management services. Trusted by more than 220,000 organizations around the world, Iron Mountain's real estate network comprises more than 80 million square feet across more than 1,350 facilities in 45 countries dedicated to protecting and preserving what matters most for its customers. Iron Mountain's solutions portfolio includes records management, data management, document management, data centers, art storage and logistics, and secure shredding, helping organizations to lower storage costs, comply with regulations, recover from disaster, and better use their information. Founded in 1951, Iron Mountain stores and protects billions of information assets, including critical business documents, electronic information, medical data and cultural and historical artifacts. Visit www.ironmountain.com for more information.

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