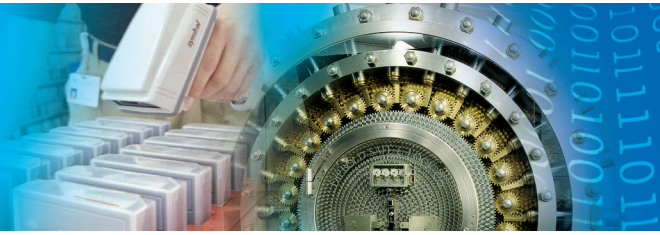


DATA SHEET

Data Lifecycle Management Services



Total data management - from input to archive

Ensuring that your critical data is securely stored off-site is just one step in your data's lifecycle. The integrity, accessibility and eventual secure destruction of your backup media are also essential processes. Together, they help ensure that your data lifecycle management meets legal and business requirements.

Current regulations require companies to make business-related data readily available and of an acceptable quality should retrieval be required for auditing or legal discovery. This includes data that is old, stored on deteriorating media, or whose integrity may have been compromised.

Iron Mountain's maintenance audit service involves regular testing of media tapes to provide early warning of data corruption or deterioration. We take sample data of your archived media at regular intervals and test it for read quality, block and file errors, life expectancy and particle counting.

Following each audit, we report on media status, and offer a range of remedial solutions such as tape copying and media format conversion if necessary. Regular testing of your media is vital to ensure that data is maintained at an acceptable level of quality and can be recovered whenever required. It also provides Compliance as you can demonstrate to either auditors or regulatory bodies that you are doing everything possible to maintain your vital data.

"Our technical expertise makes your data available across different operating systems."

HOW DO I AVOID LOSING DATA THROUGH TAPE DETERIORATION?

All media will deteriorate at some point. This happens for a number of reasons; Media does not have an infinite life, media can deteriorate due to temperature fluctuations, humidity changes, dust in the atmosphere, tape components breaking and poor handling or storage. Using our annual maintenance contracts we can give early warnings and practically resolve an issue before it becomes a complete data loss. When media tape quality is identified as a problem, data is transferred or refreshed to a new media format. If the data was created using outdated hardware or software, we can also transfer it to any suitable media format, old or new, of your choice. As well as maintaining readability of the data, this also saves the time and costs involved in re-installing source programs or hardware.

Additional services include tape copying so you can keep a duplicate copy of your data onsite as well as offsite, enhancing your risk management programme and giving you faster access to your data when you need it.



CAN I SAVE DATA IN A DIFFERENT FORMAT?

Different applications have different ways of saving data. Our technical expertise makes your data available across different operating systems. For example we can take data that was written as a UNIX TAR file and convert it so that it becomes accessible and readable on another platform such as an NT operating system. Media Format Conversion ensures that you can upgrade your older generation backup software to the latest application version. This allows:

- Continued readability of archive data for compliance
- Cost savings through fewer multiple version licenses
- Elimination of maintenance costs of old software and hardware
- A reduction in the staff you need to have trained in multiple software versions

IS OLD TAPE MEDIA A SECURITY RISK?

When a media tape reaches the end of its legally or business determined life, it is 'retired'. All data contained on the tape must be deleted in order to fulfil compliance and retention management obligations. Tape degaussing guarantees the removal of all data from a tape, including headers, metadata and hidden files. This prevents unauthorised retrieval and also leaves the media in optimum condition either for re-use or disposal.

IS TAPE DESTRUCTION SECURE?

The final stage in the data management life cycle is the complete destruction and disposal of your old media. Controlled and certified destruction of your data media is carried out in accordance with your compliance and retention programme. All tapes are shredded and a certificate of destruction issued to the customer.

**ABOUT IRON MOUNTAIN**

Iron Mountain is the world's leading provider of outsourced records and information management services. The company's mission is to protect its customers' information and through the provision of efficient information workflows and technologies, to enable them to achieve compliant information management.

Iron Mountain offers records management services for both physical and digital media, disaster recovery support services, document process outsourcing services and consulting – services that help businesses drive efficiencies and manage risks associated with legal and regulatory compliance, protection of vital information, and business continuity challenges.

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

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