

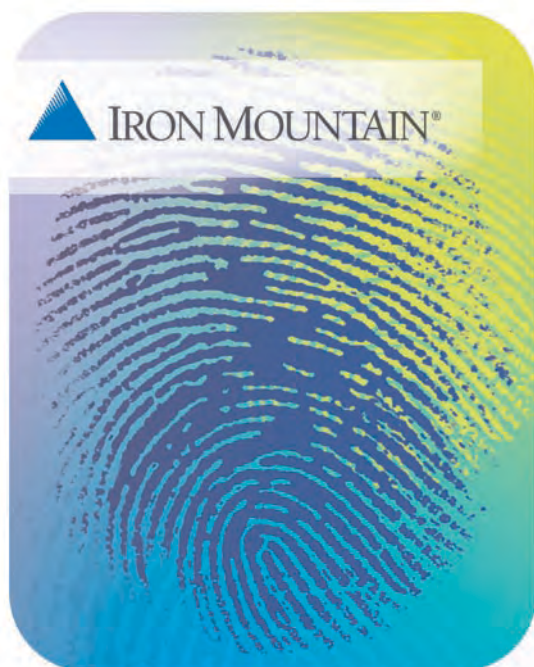
Electronic Data Discovery Solutions

Extracting electronic evidence requires specialist help

The problem with business is that it generates paperwork. The problem for businesses is that they are under increasing pressure to accurately file all that paperwork in case it is needed at a later date.

The same principles seem to apply even more so with electronic data. This problem is compounded not only by the wide range of data storage and applications available, but also by the demands of legislation such as the Freedom of Information Act, the Data Protection Act and the Sarbanes Oxley Act; and the requirements of the Basel II international initiative, all of which have contributed to a general increase in litigation.

However, it is becoming clear that because of the sheer volume of data involved, few companies are geared up to manage information storage and access.



WHAT RISKS AM I RUNNING?

Most companies think they have the problem under control and that access to archived data is easy. It is often when they most need access that they find that this is not the case. This is also the time when failure can be most damaging. The consequences can be serious – failure to respond to requests for data can lead to fines, economic sanctions and even litigation. This threat has helped accelerate the growth of Electronic Data Discovery (EDD).

IS THERE AN ALTERNATIVE TO STORAGE?

If it becomes apparent that an organisation cannot effectively manage, store and retrieve, it could resort to destroying documents as soon as they have been created and used. However if it is discovered that this potential evidence is being destroyed, the penalties are as great as those for non-compliance.

DID YOU KNOW THAT TAPE MEDIA COULD OFFER A SOLUTION?

Part of the IT infrastructure in almost every business, tape is routinely used to make copies of all data generated each day – in the form of backing up computer systems. Tape media carries a complete snapshot of all business activity on a day-to-day basis, and this record cannot subsequently be changed. This daily archiving procedure makes tape the ideal solution.

HOW EASY IS RETRIEVAL?

Iron Mountain offers a number of services providing quick and easy access to information stored on tape media to support disclosure orders or other regulatory requests.

"Failure to respond to requests for data can lead to fines, economic sanctions and even litigation."

Stored data can be accessed without needing to use the back-up software that was used to generate it, or any hardware on the user's site. This broadens the scope of investigations that normally rely on users' desktops or servers. The type of data that can be accessed extends from financial records and administrative documents to email traffic.

HOW COMPLIANT IS YOUR COMPANY?

Whatever sector your company operates in, compliance has become high on the business agenda, as corporate governance has had a considerable impact on the boardroom. Executive responsibility for information management is very much a live issue.

WHAT IF I NEED TO GO TO COURT?

It is difficult enough for organisations to ensure data accessibility and integrity for regulatory and internal compliance purposes. Presenting corporate information in court can present even greater problems.

When a disclosure order requires that data should be presented in a readable format – either for a court hearing or for further investigation – the process is best left to specialists. This way vital deadlines can be met safely, and evidence is seen to be presented by a disinterested third party. It also enables the organisation to continue normal operation without disruption.

The added benefit of using a third party is that data can be restored non-natively, without having to replicate the environment in which it was first created.



WHAT QUESTIONS SHOULD I BE ASKING MYSELF?

- Can the required data be located and retrieved within a given timescale?
- Can the integrity of the data be proved?
- Is there any way the data could have been tampered with?
- Is the data accurate?
- Can the source of the information be identified and traced?

If all these points are covered, the situation is under control. However 99% of companies are not so fortunate, and run the risk of fines or costly litigation if reliable access to their archives is required.

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.



Third Floor, Cottons Centre
Tooley Street, London
SE1 2TT, United Kingdom

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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