

Data Restoration and Electronic Discovery Support Service



Are You Prepared for E-Discovery?

The tremendous growth of e-mail as evidence is driving the need to change information management strategy for electronic discovery from reactive to proactive. The ability to quickly and cost-effectively access and search relevant records is critical to:

- Provide the best defense against pending litigation
- Easily locate e-records for regulatory investigations
- Quickly conduct investigations to address internal audits.
- Prevent fines, sanctions, and loss of public trust for not being able to produce requested e-mail or other records in a timely manner.

BE PREPARED WITH IRON MOUNTAIN DATA RESTORATION AND ELECTRONIC DISCOVERY SUPPORT SERVICE

Iron Mountain's unique combination of records management leadership, proven processes, and technology can help your company gain better control of its e-discovery processes and costs. Iron Mountain Data Restoration and Electronic Discovery Service helps organizations of all sizes efficiently and economically gather, restore, search, organize and deliver e-mail and other records for litigation discovery, internal investigations and regulatory inquiries.

Discovery: the methods used by parties involved in a legal action to obtain relevant documents and other information held by the opposing party. For paper document discovery, it is widely assumed that the producing party shoulders the cost to produce documents. This same assumption now applies to e-records. In a recent ruling, *Zubulake v. UBS Warburg*, the U.S. District Court of New York set a clear precedent that e-mail should be treated like any other "accessible" data to be produced in discovery, and therefore the defendant is responsible for the vast majority of the e-discovery costs.

Spoilation: the destruction, alteration, or mutilation of evidence.

Chain of Custody: the ability to guarantee the identity and integrity of documents, e-mails and other records from collection through delivery.

Gather

Iron Mountain's processes can help your company safely gather relevant e-mail and other records without spoliation and to maintain defensible chain-of-custody. In addition, we can gather relevant paper records stored at Iron Mountain Records Centers, and other locations, to prepare for discovery. Our consultants are well trained in chain of custody protocols, and must pass security clearances.

Restore

Our services securely and rapidly recover critical e-mails, documents and other records from thousands of backup tapes, optical platters - even paper files. We can ensure that potentially relevant information such as e-mails, attachments, and other important metadata is included.

Search

To provide you with fast, efficient searching, our service removes duplicates and indexes all restored files. These e-records are securely stored in our highly scalable digital archives. Thanks to our sophisticated indexing and powerful search tools, you can locate and access restored e-mail and other e-records instantly from any Web browser, any-time.

The Digital Archives service tracks and logs every interaction to provide a complete audit trail. You always know who has accessed the restored e-records, and when they accessed them. Our service also lets you setup multiple access levels so you can define who has access to what information.

Organize

With many discovery services, you have to rely on the service provider to organize your evidentiary data - creating a potential information security breach. With Iron Mountain you can use the Discovery Folders Service integrated in our Digital Archives to efficiently search and organize archived e-records yourself.

For example, you can collect email, instant messages, scanned images and other e-records using specific search criteria and conveniently organize them into subject matter folders. E-mail and other e-records collected in folders can be simply copied or moved from folder to folder, exported to CD's or send via FTP to a secure location of your choice. Of course, Iron Mountain can organize and export the e-records for you, if you prefer.

Deliver

Discovery results can be delivered by the method that is most convenient for your case management applications. Results can be:

- Copied to secure media such as WORM
- Delivered electronically via e-mail or FTP
- Delivered in the appropriate format such as Microsoft Outlook files (pst format), Lotus Notes files (nsf format), or scanned image files (tif format).

Leverage our Resources

With Iron Mountain's Data Restoration and Electronic Discovery Support Service you can rest assured that your data will be efficiently and cost effectively restored in a timely and quality manner. And, with our Web-based archiving service, you can rapidly search, locate and organize e-mail, other e-records, and scanned hard copy records. Our outsourced solution is the fastest way to reduce your company's litigation discovery risks and costs. Leverage the resources of the world's largest records and information management company - Iron Mountain.

Contact Us Today

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Today, with over \$1 billion in annual revenues, Iron Mountain operates in major markets worldwide, serving thousands of customers in more than 80 markets in the U.S. and 40 markets in Europe, Canada, and Latin America. For more information, visit our Web site at www.ironmountain.com