

**Tape Identification**

# LEARN WHAT INFORMATION YOU HAVE ON BACKUP TAPES


**BUSINESS CHALLENGE**

Your organization is growing by leaps and bounds with the volumes of digital media increasing every day. You know how difficult it can be to identify specific pieces of information when combing through your tape archives. This is especially true in cases where your information could be stored in numerous, redundant media formats. Further complicating matters, you may have experienced mergers, acquisitions, business expansions, and IT organizational changes, making it more challenging to manage your data volumes both past and present. Today, there are advanced ways to preserve, protect, and filter through your tape-based data.

Now, you can respond to all requests for tape-based data quickly and confidently. Save time and money by accelerating your search and retrieval process for identifying data backed up to tape, helping you find exactly the information you need, when you need it.

**WHAT IF YOU COULD...**

- ✓ Easily see what's on your backup tapes?
- ✓ Quickly respond to your internal or external requests for information?
- ✓ Confidently make decisions on retention, destruction, and restoration?
- ✓ Dramatically reduce costs and risks associated with managing your legacy data?

**IRON MOUNTAIN TAPE IDENTIFICATION**

Understand the contents of your backup tapes through proactive indexing with the **Iron Mountain Tape Identification** service. You can, with the help of this Iron Mountain Data Backup and Recovery value-added service:

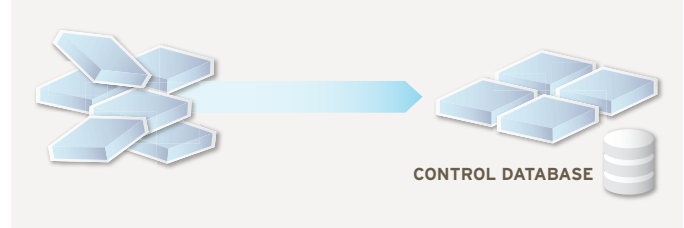
- **Determine what information is stored** on your legacy backup tapes.
- **Reduce your risk of penalties or fines** for failing to respond to a legal discovery or compliance event.
- **Develop a defensible tape retention plan** with the confidence that you are keeping only the data you need.
- **Make decisions with confidence** on retention, destruction, and restoration of your data.

With the Iron Mountain Tape Identification service, you'll understand what information resides on your legacy backup tapes, and you'll be able to react quickly when asked to produce information for discovery or other time-critical requests.

# Tape Identification

## PHASE 1: PHYSICAL CONTROL/INVENTORY

Iron Mountain professionals physically inspect your tape media type, count, and condition. Findings are logged into a project control database together with manifest and logs provided by you. After this step, Iron Mountain produces a consolidated view of physical tape inventory.



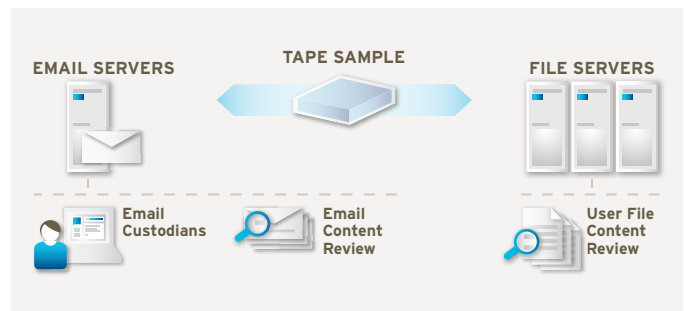
## PHASE 2: HIGH-LEVEL CONTENT DETECTION

Our professionals scan each tape to capture the backup set data, including the backup software, sessions, dates, and servers. When completed, tapes that are blank, damaged, unreadable, or which contain incomplete segments are identified and separated.



## PHASE 3: DETAILED CONTENT SAMPLING AND VISUALIZATION

You'll receive tape samples with data for your target time span and servers. With these samples, you will have access to detailed configuration information like server categorization, mail types, custodian lists, users, user files and system structures, and mail server retention policies.



## WHAT HAPPENS NEXT?

You will have a much clearer picture of the types of data residing on your tapes upon completion of the three phases of the Iron Mountain Tape Identification service. A custodian map of the tape content is given to you. If desired, your staff can work with Iron Mountain professionals to review the map, archive what's important, and delete the data that is no longer needed.

## WHAT YOU GAIN...

- ✓ The ability to keep only what you need.
- ✓ Reduced risk via a foundation of "known" information from which to make defensible remediation, retention, and destruction decisions.
- ✓ Faster turnaround for your information requests related to discovery or compliance events.



**ABOUT IRON MOUNTAIN.** Iron Mountain Incorporated (NYSE: IRM) provides information management services that help organizations lower the costs, risks and inefficiencies of managing their physical and digital data. Founded in 1951, Iron Mountain manages billions of information assets, including backup and archival data, electronic records, document imaging, business records, secure shredding, and more, for organizations around the world. Visit the company Web site at [www.ironmountain.com](http://www.ironmountain.com) for more information.

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