



I am pleased to share the news that the shredding assets of Secure Document Alliance (SDA) are now part of Iron Mountain Secure Shredding, Inc. Please let this letter serve as both official notification of the change in ownership and a warm welcome to Iron Mountain.

Bringing Iron Mountain and SDA together builds upon a shared philosophy of investing in the communities in which we work and live. We very much look forward to continuing that legacy for SDA customers and employees. You may have heard about Iron Mountain. If not, let me quickly introduce the company.

Who is Iron Mountain

Founded in 1951, Iron Mountain services businesses like yours, all over the world. Like SDA, we help these organizations to lower storage costs, comply with regulations, manage risks, and use the value in their information to grow. Our solutions include information and asset storage, records management, data centers, data management and secure shredding. We store and protect business documents, backup tapes, electronic files, medical data and other assets for more than 230,000 customers worldwide. For the past 65 years, Iron Mountain has been the trusted guardian of important physical and digital customer assets with 1,455 highly secure facilities in 52 countries.

What's Next

We understand this is a change and we are here to help you through it. Our top priority is to ensure there is no disruption to your business. We understand that you'll have numerous questions and we'll be working diligently to provide you with information as quickly as possible.

In the upcoming month, you will be hearing from a member of our Customer Care team who will be dedicated to helping you confirm your account as well as walk you through all you need to know about Iron Mountain services and tools. In the meantime, please continue to place orders and communicate through SDA at 1.801.886.9760.

Thank you for your business. We look forward to our continued partnership. Welcome to Iron Mountain.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Massaro".

Michael Massaro
Vice President, Operations Secure Shredding

Iron Mountain Incorporated
