Secure Off-Site Document Archiving & Shredding Services

Vendor / Counterparty: Iron Mountain Information Management

Document Attachment: Iron_Mountain_Records_Storage_Agreement.pdf

Category:	Hardware & Infrastructure Leases	Annual Spend:	$16,500.00
Expiration / Renewal:	2027-03-04	Notice Period:	90 days required
Cancellation Deadline:	2026-12-04	Renewal Extension:	36 months
Status:	NEEDS_REVIEW	Confidence Score:	96%

HOW TO MAKE CHANGES / NOTICE PROCEDURE

To retrieve records or terminate archiving without automatic 36-month rollover, written notice must be sent via certified mail to Iron Mountain Customer Care at least 90 days before agreement end date. Permanent withdrawal fees apply ($6.50/carton).

KEY RISK FLAGS & RENEWAL RESTRICTIONS

- 36-month auto-renewal lock-in trap
- 90-day certified mail notice required (8 days left!)
- Permanent carton extraction retrieval penalties

SOURCE EVIDENCE & CONTRACT CLAUSE EXCERPT

"Customer agrees that unless written notice is given by certified mail 90 days prior to expiration, this contract auto-renews for thirty-six (36) months."

RECORD DETAILS & EXTRACTED BODY EXCERPT

Executed agreement record for Iron Mountain Information Management (Secure Off-Site Document Archiving & Shredding Services). Renewal term: 36 months. Cancellation notice window: 90 days prior to deadline.