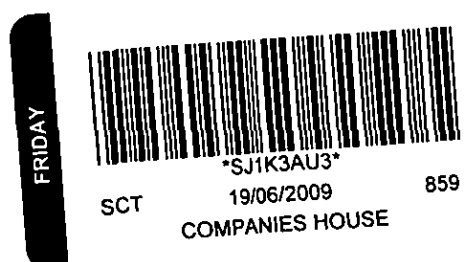


# **REPORT AND FINANCIAL STATEMENTS 2008**

## **DATA DISPOSAL LIMITED**

### **Report and Financial Statements**

**31 October 2008**



**DIRECTORS**

T Campbell  
M Duale  
P Price (Resigned 31-Jul-2008)  
R Day (Appointed 15-Jul-2008)

**SECRETARY**

C Thomas

**REGISTERED OFFICE**

Third Floor, Cottons Centre  
Tooley Street  
London  
SE1 2TT

**BANKERS**

Barclays Bank PLC  
22-24 Upper Marlborough Road  
St Albans  
Herts  
AL1 3HJ

**SOLICITORS**

Eversheds  
115 Colmore Row  
Birmingham  
B3 3AL

# **DATA DISPOSAL LIMITED**

## **DIRECTOR'S REPORT**

<b>Officers and professional advisers</b>	<b>2</b>
<b>Director's report</b>	<b>4</b>
<b>Statement of director's responsibilities</b>	<b>5</b>
<b>Profit and loss account</b>	<b>6</b>
<b>Balance sheet</b>	<b>7</b>
<b>Notes to the accounts</b>	<b>8</b>

# **DATA DISPOSAL LIMITED**

## **DIRECTOR'S REPORT**

The director presents his report and the financial statements for the year ended 31 October 2008

This report has been prepared in accordance with the special provisions relating to small companies under section 246 of the Companies Act 1985.

## **PRINCIPAL ACTIVITIES**

The company did not trade during the year. The director does not expect the company to trade in the foreseeable future.

## **DIVIDENDS**

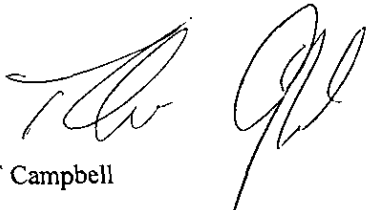
The director does not propose a dividend for the year (2007: £nil).

## **DIRECTORS AND THEIR INTERESTS**

The present membership of the board is set out on page 1.

No director had any interests in the issued share capital of the company at any time during the year.

Approved by the Board of Directors  
and signed on behalf of the Board

A handwritten signature in black ink, appearing to be 'T Campbell', written over a horizontal line.

T Campbell

Director 16 March 2009

## STATEMENT OF DIRECTORS RESPONSIBILITY

United Kingdom company law requires the director to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the end of the financial year and of the profit or loss of the company for that period. In preparing those financial statements, the director is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The director is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. He is also responsible for the system of internal control and safeguarding the assets of the company.

## DATA DISPOSAL LIMITED

### PROFIT AND LOSS ACCOUNT

Year ended 31 October 2008

	Note	2008 £	2007 £
Other Income – profit on disposal of fixed asset	2	-	-
<b>PROFIT ON ORDINARY ACTIVITIES BEFORE AND AFTER TAXATION</b>	2	-	-
<b>Dividend Paid</b>		-	-
<b>Retained Profit for the Year</b>		-	-
<b>Retained loss brought forward</b>		-	-
<b>Retained profit carried forward</b>		-	-

There are no recognised gains and losses or movements in shareholders' funds for the current financial year or preceding financial period other than as stated in the profit and loss account.

Notes 1 to 6 form part of these financial statements.

# DATA DISPOSAL LIMITED

## BALANCE SHEET 31 October 2008

	Note	2008 £	2007 £
<b>CURRENT ASSETS</b>			
Debtors	3	71,193	71,193
<b>NET ASSETS</b>		<u>71,193</u>	<u>71,193</u>
<b>CAPITAL AND RESERVES</b>			
Called up share capital	4	6,100	6,100
Share premium account		65,093	65,093
Profit and loss account		-	-
<b>EQUITY SHAREHOLDERS' FUNDS</b>		<u>71,193</u>	<u>71,193</u>


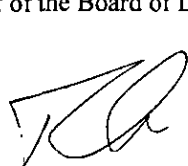
These accounts have been prepared in accordance with the special provisions relating to small companies under section 246 of the Companies Act 1985.

The annual financial statements have not been audited because the company is entitled to the exemption provided by section 249AA(1) of the Companies Act 1985 relating to dormant companies and its members have not required the company to obtain an audit of these financial statements in accordance with section 249B(2).

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records that comply with section 221 of the Companies Act 1985. The directors also acknowledge their responsibilities for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with section 226 of the Companies Act 1985 and which otherwise comply with the requirements of that Act relating to financial statements, so far as applicable to the company.

These financial statements were approved by the Board of Directors on 16 March 2009.

Signed on behalf of the Board of Directors



T Campbell  
Director

# DATA DISPOSAL LIMITED

## NOTES TO THE ACCOUNTS

Year ended 31 October 2008

### 1. ACCOUNTING POLICIES

#### Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and applicable United Kingdom accounting policies.

The company has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

### 2. PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION

Profit on ordinary activities before taxation is after charging:

	2008 £	2007 £
Profit on disposal of fixed asset	-	-

Auditors' remuneration is borne by another group company.

None of the directors received any remuneration in respect of qualifying services to the company. (2007: nil)  
The company had no employees during the year or the prior year.

### 3. DEBTORS

	2007 £	2006 £
Due within one year		
Amounts due from parent undertaking	71,193	71,193

### 4. CALLED UP SHARE CAPITAL

	2008 £	2007 £
Authorised:		
10,000 ordinary shares of £1 each	10,000	10,000
Allotted, called up and fully paid:		
6,100 ordinary shares of £1 each	6,100	6,100

### 5. RELATED PARTY TRANSACTIONS

The company has taken advantage of the exception granted under Financial Reporting Standard 8, "Related Party Disclosures", not to disclose transactions with its parent company, as the consolidated financial statements in which the company is included are publicly available.

### 6. ULTIMATE PARENT COMPANY

The company's ultimate parent company and controlling party is Iron Mountain Incorporated of Delaware, United States of America whose address is 745 Atlantic Avenue, Boston, Mass. 02111 USA. Iron Mountain Inc. indirectly owns 100% of the issued share capital of Data Disposal Limited. Iron Mountain Inc is the ultimate parent company for which group financial statements are drawn up. Iron Mountain Europe (Group) Limited is the smallest company for which group accounts are drawn up..



## **DATA DISPOSAL LIMITED**

**MINUTES** of a meeting of the Board of directors of Data Disposal Limited ("the Company") held at 3rd Floor Cottons Centre, Tooley Street, London, SE1 2TT on 16 March 2009 commencing at 13.00.

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<b>PRESENT:</b>	Tom Campbell	(In the Chair)
	Chris Thomas	
	Marc Duale	(By telephone)

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### **1. PRELIMINARIES**

- 1.1 A quorum being present, the Chairman of the meeting declared the meeting open.
- 1.2 The Secretary confirmed that notice of the meeting had been given to each director.

### **2. DECLARATION OF INTERESTS**

In accordance with section 317 of the Companies Act 1985, the directors declared the nature of their interests in the contracts, transactions and/or arrangements (whether or not constituting contracts) or proposed contracts, transactions or arrangements (whether or not constituting a contracts) to be considered at the meeting.

### **3. SHAREHOLDER RESOLUTIONS**

It was agreed to recommend to the member of the Company that the Directors' report and the accounts of the Company for the accounting period ended 31 October 2008, be received and approved.

### **4. ADJOURNMENT**

The meeting then adjourned to enable the written resolutions to be signed.