

**Company Registration No. 02307053**

**Archive Services Limited**

**Report and unaudited financial Statements**

**For the year ended 31 October 2009**

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# **Archive Services Limited**

## **Officers and professional advisers**

### **Directors**

R Day  
P Eglinton  
S Golesworthy

### **Secretary**

C Thomas

### **Registered office**

Third Floor, Cottons Centre  
Tooley Street  
London  
SE1 2TT

### **Solicitors**

Eversheds  
115 Colmore Row  
Birmingham  
B3 3AL

## **Archive Services Limited**

### **Directors' Report**

The directors present their report and unaudited financial statements for the year ended 31 October 2009

#### **Principal activity**

The company has been dormant, as defined in section 1169 of the Companies Act 2006 throughout the year and preceding financial period. It is anticipated that the company will remain dormant for the foreseeable future. Key performance indicators are not considered necessary for an understanding of the development, performance or position of the business of the company. There are no risks or uncertainties facing the company including those within the context of the use of financial instruments.

#### **Directors and their interests**

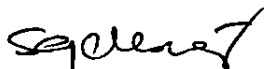
The directors of the company, who served throughout the period, except as noted, are as follows

R Day  
M Duale (resigned 19 October 2009)  
P Eglinton (appointed 14 April 2009)  
S Golesworthy (appointed 19 October 2009)

The directors holding office at 31 October 2009 did not hold any beneficial interest in the issued share capital of the company at 31 October 2009 or 31 October 2008.

The interests of directors in the share capital and share options of Iron Mountain Inc, the ultimate parent undertaking, are disclosed in the report of the ultimate UK parent company, Iron Mountain Europe (Group) Limited.

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



S Golesworthy  
Director  
28 April 2010

**Archive Services Limited**  
**Balance sheet**  
**At 31 October 2009**

	Note	2009 £	2008 £
<b>Current assets</b>			
Debtors amounts falling within one year			
Amounts due from group undertakings		467,779	467,779
<b>Net assets</b>		<u>467,779</u>	<u>467,779</u>
<b>Capital and reserves</b>			
Called up share capital	5	100	100
Share premium account		79,910	79,910
Profit and loss account		<u>387,769</u>	<u>387,769</u>
<b>Shareholders' funds</b>		<u>467,779</u>	<u>467,779</u>

The company did not trade during the current or preceding period and has made neither profit nor loss, nor any other recognised gain or loss

For the year ending 31 October 2009 the company was entitled to exemption from audit under section 480 of the Companies Act 2006 relating to dormant companies

The members have not required the company to obtain an audit of its accounts for the year in accordance with section 476

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These financial statements on page 3 to 4 were approved and authorised for issue by the Board of Directors on 28 April 2010



S Golesworthy  
Director

**Archive Services Limited**  
**Notes to the financial statements**  
**For the year ended 31 October 2009**

**1. Accounting policies**

**Basis of preparation**

These financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom law and accounting standards

The financial statements only present information about the company and do not contain information relating to the group as a whole. Group financial statements have not been prepared as the company is itself a wholly owned subsidiary of a company incorporated in Great Britain and is, therefore, exempt from preparing group financial statements under section 400 of the Companies Act 2006

**Investments**

Fixed asset investments are stated at cost less any provision for impairment necessary to reduce the book value to their recoverable amount

**2. Fixed asset investment**

The Company owns a 100% holding in the share capital of an unlisted company, Jones and Crossland Limited, a dormant company incorporated in England and Wales. At 31 October 2009, these investments are reported at their impaired value of nil (2008: nil)

**3. Profit and Loss Account**

No profit and loss account is presented with these financial statements because the company has not received income, incurred expenditure or recognised any gains or losses during either the year under review or the preceding financial year. There have been no movements in shareholders' funds during the year under review or the preceding year.

**4. Information Regard Directors and Employees**

The company had no employees during the current and preceding year.

No emoluments were payable to the directors of the company during the current and preceding financial year.

**5 Called up share capital**

	31 October 2009	31 October 2008
	£	£
<b>Allotted, called up and fully paid:</b>		
100 ordinary shares of £1 each	100	100

**6. Related Party Transactions**

The cost of the annual return fee was borne by another group company without any right of reimbursement.

**7. Ultimate parent company and controlling party**

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. is the largest group for which group financial statements are drawn up. Iron Mountain Europe (Group) Limited is the only EU company for which group accounts are drawn up. Copies of these group financial statements are available from Third Floor, Cotton Centre, Tooley Street, London SE1 2TT.