



June 29, 2020

VIA Regular Mail and Email (agatlin@dwd.in.gov)

Ashley Gatlin  
Program Director, Rapid Response  
Indiana Department of Workforce Development  
Dislocated Worker Unit  
10 North Senate Avenue, SE311  
Indianapolis, IN 46204

Re: WARN Act Notice of Layoff at Iron Mountain 4200 Industrial Blvd. Indianapolis, IN

Dear Ashley Gatlin:

We write to inform you that circumstances will force Iron Mountain to close our facility located at 4200 Industrial Blvd., Indianapolis, Indiana. As required by the Worker Adjustment and Retraining Notification Act of 1988, this letter serves to give you 60 days' advance notice of the closing.

The closing will begin no earlier than August 28, 2020 and is expected to end by September 25, 2020.

We expect the closing to be permanent in nature. This closing will involve cessation of all operations and termination of all employees at the site.

The following positions will be affected by the closing:

- Total number of affected employees in the facility: **68**
- Job title(s) and number of employees affected:

Job Title	Total Positions Affected
Courier - CDL A	1
Courier - CDL B	2
Imaging Production Coordinator	1
Imaging Production Specialist I	51
Imaging Production Specialist II (Senior)	2
Imaging Production Supervisor	1
Operations Supervisor	1
Record Center Coordinator	1
Record Center Specialist	6
Senior Business Analyst, Field Operations	1
Senior Real Estate Analyst	1
<b>Total</b>	<b>68</b>

Employees slated for layoff do not have bumping rights.

If you have additional questions, please contact Danilea Mayer, Sr. Human Resources Business Partner at (630) 613-1512, or via email at [danilea.mayer@ironmountain.com](mailto:danilea.mayer@ironmountain.com)

Sincerely,

A handwritten signature in cursive script that reads "Danilea Mayer".

Danilea Mayer  
Sr. Human Resources Business Partner