

## Access Announces a Green Destruction Container Partnership with All Source Security Container US



Access is pleased to announce a green container supplier partnership with leading North American shred container maker All Source Security Container USA. This relationship marks the beginning of a greener destruction container standard for Access.

Through our supplier partnership agreement, All Source will provide Access with secure, eco-friendly shredding bins and consoles for use in Access offices, record centers, walk-up shred locations, destruction centers and client locations throughout the United States.

All Source shredding bins and consoles are made of 100% recyclable plastic and formaldehyde-free wood. The products are made in America, from recycled content and meet US EPA (Environmental Protection Agency), 2010 CARB (California Air Resources Board) manufacturing standards and LEED (Leadership in Energy and Environmental Design) compliance standards. All Source products have a proven track record of security, safety and durability and carry a 5-year unlimited warranty.

"All Source is our selected destruction container, supplier partner due to the superior quality of their products and commitment to the environment. All Source's eco-friendly manufacturing standards resonate with Access and our customers and support our commitment to a greener environment," said Dennis Barnedt, CEO, Access Information Management. "At Access we do our part to support a greener environment by reducing waste and environmental toxins, implementing the use of reusable products, recycling all paper and e-waste from our destruction centers and reducing and recycling personal waste whenever possible throughout our office locations. Each year, Access shreds thousands of tons of paper, e-waste and products, such as pill bottles. All of the resulting destruction materials - without exception - are recycled and diverted from our landfills."

"All Source is proud to partner with Access Information Management. We share a commitment to the safety of our clients' information and a green environment", said Pete Pancel, Vice-President and General Manager, All Source Security Containers, USA. "This partnership demonstrates that sound records management business practices can be good for the environment and successfully implemented on a broad scale."

### Team Member Spotlight – Lei Sala, Operations Supervisor, Hawaii



We are proud to recognize Lei Sala, Operations Supervisor at Access Hawaii, for her great attitude, efficient team management and effective management of multiple client projects.

In addition to regular client record center needs, Lei recently supervised several major destruction projects requiring the retrieval of over 200 boxes each day and resulting in the destruction of over 250,000 pounds of old records. One

### FEATURED SOLUTION SECURE DESTRUCTION SERVICES



Access offers scheduled shredding services for companies that regularly generate sensitive information and need to dispose of it securely. Scheduled shredding services protect both your company's intellectual property as well as ensuring proper disposal of confidential client information. Many organizations find that they have a lot of sensitive information sitting around that needs to be shredded. Access can deliver secure, locked containers for the safe disposal of sensitive documents, then schedule pickup of the bins at your convenience. By request, witnessed destruction can also be arranged, giving you additional peace of mind regarding the destruction of any extraordinarily sensitive information. Shredding service can be scheduled daily, weekly, monthly or on demand, as required to meet your company's needs.

#### Benefits of Secure Destruction Services:

- Saves employee time
- Reduces the amount of information stored onsite or in records storage
- Promotes Greener RIM

To find out how to take advantage of this service, contact your local Access branch.

### SPECIAL OFFER: SCHEDULE SHREDDING SERVICES & GET 3 MONTHS FREE

Access is offering a limited-time offer to new destruction service clients this quarter. Enter into a new, scheduled shredding services agreement with a minimum 2-year term and receive three months service at no charge. Contact your local Access branch for details.

## TEAM MEMBER SPOTLIGHT—Lei Sala, Hawaii — continued

of the major destruction projects included the successful separation and safe destruction of x-ray jackets and x-rays. Special care was taken with these items to properly destroy and recycle the x-ray film. The actual x-ray film was delivered to a silver recovery operation and the x-ray jackets were securely shredded to protect confidential client data.

With these destruction projects in full-swing, Lei also conducted new equipment certification training and adopted a new daily record center auditing process.

Lei has been with Access Hawaii for over five years. In her spare time, she enjoys playing cricket and is currently a member of a community team in the Kaipiolani area.

## Access Educational Webinar—The World According to GARP®!

Thursday, May 20, 2010 , 11:00 AM – 12:00 PM PDT



As a discipline, records and information management (RIM) has evolved from an administrative function into a senior position focused on governance, policy, process and the use of technology to manage records and information in all media formats. Progressive organizations are proactively managing records and information assets in order to improve efficiency, reduce risk, and ensure compliance with an expanding set of legal, regulatory, ethical and/or information security/privacy requirements. ARMA International has developed GARP® (Generally Accepted Recordkeeping Principles) as a means to objectively measure the maturity of an organization's records management program.

Presented by: Terrence J. Coan, CRM, Director at Hildebrandt Baker Robbins.

Register online: <http://accesscorp.com/webinar.htm>

### ACCESS CORE VALUES

We Believe Heroic Customer Service is the Only Service

"I really enjoy working with Access. Your team is very nice to work with from start to finish and always gets back to me. I will never go back to the company we used years before because they never responded to me, even after I asked that company to have the manager call back."

Paulette  
Access Hawaii Customer

We Will Be Contributors to Our Communities

### EARTH DAY - ALL ACCESS SHRED DAY

Thursday, April 22nd  
10:00 AM - 3:00 PM Local Time  
FREE Document Shredding

Bring up to 5 standard size bankers boxes of old records to a participating Access location and we will shred them for FREE.

Don't let your records fall into the wrong hands. Bring your old documents for secure destruction. Waste materials will be recycled.

For more information: <http://accesscorp.com/shred-event.htm>

### ACCESS ARMA

Access is a corporate member and supporter of ARMA International. Many of our clients turn to ARMA as the preeminent resource for RIM education and networking.

#### FEATURED ARMA EVENTS

ARMA Silicon Valley  
Spring Seminar—Social Networking  
April 8, 2010  
[www.armasv.org](http://www.armasv.org)

ARMA Oregon  
Chapter Meeting—Email Management  
April 13, 2010, 2:00 PM  
[www.oregonarma.org](http://www.oregonarma.org)

ARMA Jacksonville  
Staffing your Workforce: The Gen Y Effect  
April 20, 2010  
[www.armajacksonville.org](http://www.armajacksonville.org)

ARMA Madison  
Collaborating With Enterprise Information Resources  
April 21, 2010, 7:00 AM – 4:30 PM  
[www.armamadison.org](http://www.armamadison.org)

ARMA Greater Los Angeles  
2010 Annual Conference  
April 23, 2010, 8:00 AM  
[www.arma-gla.org](http://www.arma-gla.org)

### APRIL

#### Special Days This Month

1st April Fool's Day  
2nd Good Friday  
4th Easter Sunday  
15th Income Taxes Day  
21st Administrative Professionals Day  
22nd Earth Day  
22nd Take Your Daughter to Work Day  
30th Arbor Day

#### ACCESS IS A NEW OREGON ALA CORPORATE SPONSOR

Access is a new corporate sponsor of the Oregon Association of Legal Administrators and an event sponsor of the upcoming Spring Social. Hope to see you there!

ALA Oregon – Spring Social  
April 15, 2010, 4:00 PM - 7:00 PM  
The Heathman Hotel, Portland, OR

For More Information: [www.oregonlegal.org/](http://www.oregonlegal.org/)

#### TEAM MEMBER ANNOUNCEMENT

Congratulations to Chico Branch Manager, Charles Brooks and his wife Jennifer. On Monday, March 15th they welcomed the arrival of a baby boy, Liam, weighing in at 8lbs, 5oz and 22 ¼ inches.

**About Access:** Access Information Management is a leading records and information management (RIM) services provider and trusted partner to clients spanning multiple industries and locations. Access offers a complete suite of RIM services including records storage, data protection (electronic computer media), secure destruction, and Digital Access Solutions.