



Organize. Protect. Access.

CALIFORNIA

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OREGON

WISCONSIN

### Access Offers Free Information Destruction Services in Support of National Data Privacy Day—Friday, January 28, 2011

The US Federal Trade Commission (FTC) estimates that each year, as many as 9 million individuals fall victim to identity theft. Individuals and organizations can better protect themselves by properly destroying documents that contain private information before they are disposed.

Individuals from surrounding communities are encouraged to bring their paper records and documents that are no longer needed to their nearest Access location for free, secure destruction on National Data Privacy Day. Examples of the types of documents that individuals need to properly destroy before disposal include: bank statements, credit card statements, utility bills, cancelled checks, pre-approved credit card forms and any other documentation that contains personal data. Documents submitted for destruction will be securely shredded by Access and all of the resulting materials will be recycled.

No-cost shred events will be held at Access locations across the United States, including: Northern and Southern California, Florida, Georgia, Hawaii, Oregon and Wisconsin. Participating National Privacy Day shred location addresses and a calendar of no-cost, Access destruction events is available online at: <http://accesscorp.com/upcoming-events.htm>.

Access is a member of the National Association of Information Destruction (NAID).

#### Access Webinar Manage Your Records Inventory Online

*Save Time, Save Money and Harness the Power of Your Information*

Access Information Management presents a no-cost, one-hour educational webinar, designed to demonstrate the value of online records inventory management. This latest installment in the Access Educational Webinar Series offers a demonstration of the Access Online inventory management application, including real-world scenarios that illustrate how organizations can maximize the effectiveness of their RIM programs while decreasing time and costs associated with managing a records inventory.

**Access Online — Web-Based Inventory Management**  
Thursday, September 16, 2010  
11:00 AM – 12:00 PM PST

- Understand the basic steps to managing your records inventory with a user-friendly, web-based system.
- Gain insight into how you can better manage your records inventory by entering data into index fields at the container, file, or tape level.
- Learn how to search your inventory data for faster identification and retrieval of records.
- Learn how to place service requests directly from your desktop.
- Find out how to take advantage of Access Online - free to all Access clients.

For more information about the Access Educational Webinar Series, or to REGISTER ONLINE visit: <http://accesscorp.com/webinar.htm>

### FEATURED SOLUTION SCHEDULED DESTRUCTION SERVICE



Access offers scheduled destruction 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 and client information by ensuring proper disposal of confidential documents.

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.

- Save Time
- Increase Compliance
- Reduce Storage Costs
- Promote Greener RIM

Contact your local Access branch for details.

#### SPECIAL OFFER: SIGN UP FOR DOCUMENT DESTRUCTION SERVICE & GET 3 MOS FREE

Access is offering a limited-time offer to new destruction clients this quarter. Enter into a new, scheduled destruction services agreement with a minimum 2-year term and receive 3 months service at no charge. Minimum requirements apply. Contact your local branch for details.

## TEAM MEMBER SPOTLIGHT

Kevin Ibarra  
Record Center Specialist  
Southern California



On a daily basis, Kevin's work at Access makes a noticeable impact on the Southern California Team and the clients we serve. As a Record Center Specialist, his primary role consists of daily record retrievals, refiles, audits and supporting safety and security in the record center. But Kevin's work doesn't stop there. With a background in technology and service, Kevin also serves as our resident technology point person, taking the lead on imaging projects, training others and serving as the onsite point person for IT support. During his two years with Access he has sustained an exemplary track record and continues to provide excellent support and service.

Providing exceptional customer care goes beyond fulfilling our customer's day-to-day requests, it also entails providing a safe and secure environment for the records we retain and the team members we employ. Kevin's contribution to a successful Safety and Security program in Southern California starts with awareness. Instrumental in conducting weekly safety and security meetings he shares tactical knowledge with immediate results. His unique ideas, hands-on approach, thoughtful meeting content, and proactive mindset make a noticeable imprint on the Southern California team.

Access branches across the country are held to the highest safety and security standards in the industry and Kevin goes above and beyond to help us exceed these requirements in Southern California. For his dedication to safety and security, Kevin recently received the Access **All About Safety Award**. Congratulations to Kevin Ibarra for achieving this great honor!

In his spare time Kevin enjoys listening to and playing music. He plays multiple musical instruments including the guitar, piano, drums, banjo and violin for a group named the Dizzy Lilacs.

### ACCESS CORE VALUES

We Believe Heroic Customer Service is the Only Service

#### KUDOS

Access Hawaii,

Thank you for providing your time and resources for the Waianae AARP Chapter #4936 shredding event. Your team was friendly, professional and contributed to the success of the event.

Mahalo,  
AARP Chapter #4936

#### E-Receipts Greener Delivery Confirmation

Access is proud to announce the launch our new E-Receipt program! All current Access records management clients are eligible to take advantage of this greener, faster record status change notification system at no extra charge. By enabling the E-Receipts feature on your account, you can receive detailed delivery and pick-up receipts in real-time, via email. You no longer need a physical, printed receipt for confirmation. Get your confirmation information faster and do something green for the environment – sign up today!

Contact your local Access branch to sign up!

### ACCESS ARMA

Access is a member of ARMA International at the local and national level. Many of our clients turn to ARMA as the preeminent resource for information, education and networking for RIM professionals. [www.arma.org](http://www.arma.org).

#### ARMA Oregon

International Records Management  
January 11, 2011  
12:00 PM (local time)  
Speaker: Michael Hoyle  
[www.oregonarma.org](http://www.oregonarma.org)

#### ARMA Atlanta

Developing Trends in Records Management  
January 18, 2011  
8:00 AM - 5:00 PM (local time)  
[www.atlantaarma.org](http://www.atlantaarma.org)

#### ARMA Hawaii

GARP & Legal Records: FAQs  
January 12, 2011  
11:30 AM – 1:00 PM (local time)  
Speaker: Susan Lord  
[www.armahi.com](http://www.armahi.com)

#### ARMA Silicon Valley

Advanced RIM & Litigation  
Readiness Symposium  
January 27, 2011  
8:00 AM – 4:00 PM (local time)  
[www.armsv.org](http://www.armsv.org)

### JANUARY

#### Special Days This Month

- Jan 1st – New Years Day
- Jan 6th – Epiphany
- Jan 10th – Save the Eagles Day
- Jan 11th – Amelia Earhart Day
- Jan 17th – Martin Luther King Jr's Birthday
- Jan 26th – Australia Day
- Jan 28th - National Privacy Day

#### REFER-A-FRIEND

Refer a friend to Access and receive a \$100 gift card. Let your friends know about Access. Send us an email message about your friend's RIM need. If your friend signs an agreement for Access RIM services, you will receive a \$100 gift card. Send your referrals to: [info@accesscorp.com](mailto:info@accesscorp.com).

#### ACCESS TEAM UPDATE

Please join us in welcoming the newest members of our growing team: **Andrew Vue**, Regional Branch Manager, Chico & Sacramento, CA; **Dick Deschane**, Account Executive, Wisconsin and **Linda Chun**, Account Manager, Hawaii.

**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.