

## Access Announces Records and Information Management Compliance Webinar

Access presents a no-cost, one-hour educational webinar. This latest installment in the Access Educational Webinar Series addresses the recently enacted and most critical compliance concerns facing records and information management (RIM) professionals today.

**Compliance Audits: A Consistency Checkup**  
Thursday, July 22, 2010, 11:00 AM – 12:00 Noon PDT

Organizations today are under increased scrutiny to provide proof of transparency in all their transactions and dealings. This can best be accomplished with an audit of the organization's strategy for creating, maintaining and retaining or properly disposing of all company information assets. The webinar will address these key issues:

- What is Compliance and why is it mandatory?
- How can your organization meet these requirements?
- What happens during an Audit?
- How can Audit Findings be used constructively to develop process improvements?

Presenter, Scott Murchison, CRM is a well-known RIM professional and founding partner of Kaizen InfoSource, LLC, a technology and information risk management consulting firm.

REGISTER HERE: <http://accesscorp.com/webinar.htm>



### TEAM MEMBER SPOTLIGHT

**Michael Brown, Transportation Specialist**  
Access Tallahassee

Michael Brown knows the meaning of hard work. Growing up on a produce farm in Florida, was good training and helped prepare Mike mentally and physically to manage the demands required of an Access Transportation Specialist. Each day includes pulling, shelving and palletizing record containers and driving to perform deliveries to clients, on time and with the highest level of accountability.

Always the first to pitch in when another team member needs help or volunteer to fill in when another team member is out, Mike is a real team player and always carries out his work with a smile. Maria, a Tallahassee law firm client, recently said that "Mike is the nicest guy and delivery person we see at the law firm."

He is not only part of our Team, but also a great friend, father and positive influence on others around him. Mike is the father of three beautiful girls, ages 20, 17 and 14; his two high-school-aged daughters were recently inducted into the National Honor Society. Mike's father is the last living tobacco farmer in Gadsden County and in his spare time, Mike is helping him harvest the last crop.

With a great work ethic and positive outlook, Mike is a true asset to our organization. We are proud to call him a member of the Access team. Mike thanks for all you do!

### FEATURED SOLUTION

#### SCAN-ON-DEMAND



There are times when you need access to your information right away. Even if this information is stored in our record center, Access can provide you with that information quickly, using our scan on demand service. In lieu of a delivery request, you can request to have the file delivered via scan on demand. This can also be beneficial for companies with multiple locations that have more than one employee who needs access to the same information.

Scan on demand could be a cost-effective, time-saving option for your company. By using this alternative to physical file delivery you can build an electronic document inventory over time for those files that are most active. Pay on a per transaction basis, for the scanning of individual files and do not pay for scanning large quantities of records at one time.

#### Highlights of Scan-On-Demand

- Secure web-based access as an alternative to physical document delivery
- Create legally archived digital images of active hard copy records
- Improve document sharing of records

### SPECIAL OFFER:

#### SCAN-ON-DEMAND

#### ONE BOX OF DOCS SCANNED FREE

Test drive digital Access solutions free-of-charge. Access will provide a complimentary scan of one standard box of your files and upload them to the Access Web-hosted Repository for free. Contact your local Access office for details.

## Access Sponsors "An Evening with Senator Daniel K. Inouye"

Young Business Council in Honolulu, Hawaii

Friday, July 9<sup>th</sup>, 2010

Access is a proud sponsor of the Young Business Council in Honolulu, Hawaii. This month's featured guest, Senator Inouye is a decorated WWII veteran, the second most senior member of the US Senate and Chairman of the US Senate Committee on Appropriations. This is a tremendous opportunity and should not be missed. The YBC is the premiere business organization for young professionals and strives to bring experienced and innovative speakers to their members. Register or learn more about the event online at: [www.youngbusinesscouncil.com](http://www.youngbusinesscouncil.com).

## Access Hawaii Sponsors Maui Chamber Centennial Celebration



Access was one of only six local sponsors of the recent Maui Chamber of Commerce's 2010 Installation Luncheon and Centennial Celebration. The June 25<sup>th</sup> event featured a presentation by Economist, Paul Brewbaker and recognition of the impact the chamber has had on the local community over the past 100 years. Access Hawaii General Manager Chris Harris and Account Executive Tracie Mukai represented Access at the event and participated in the business expo to help educate the community about local products and services available from chamber member organizations. Over 120 members attended the event.

## Access SoCal Sponsors Central Coast ARMA Meeting

Access Southern California hosted the recent Central Cost ARMA meeting on June 23<sup>rd</sup>. The program featured a presentation "RIM Meets Six Sigma" by Brian Moriki, Records Management Officer, First Hawaiian Bank in Honolulu, Hawaii.

### ACCESS CORE VALUES

We Believe Heroic Customer Service is the Only Service

#### KUDOS

"Access picked up the bins and delivered the console. Everything has worked perfectly so far, thanks so much for your help! Four bins were just enough. Thanks for helping us during this stressful time," said Patrice. "I second the thank you," exclaimed Matt.

Matt & Patrice  
Atlanta Property Management Client

We Will Be Contributors to  
Our Communities

### ACCESS NORCAL DOCUMENT DESTRUCTION EVENT

"Thanks so much for doing the shred days in both Chico and Redding. I got an email from Elfi telling me that they had great success and that it was a wonderful event. I wanted to let you know how much we appreciate you and Access Shredding for your time and hard work!

Colleen  
Northern California Client

### 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.

Many local ARMA Chapters are dark during July and August. For details, visit your local chapter website or: [www.arma.org](http://www.arma.org).

#### SELECT LOCAL ARMA CHAPTERS

ARMA Hawaii  
[www.armahi.com](http://www.armahi.com)

ARMA Atlanta  
[www.atlantaarma.org](http://www.atlantaarma.org)

ARMA Golden Gate  
[www.armagg.org](http://www.armagg.org)

ARMA Greater Los Angeles  
[www.arma-gla.org](http://www.arma-gla.org)

ARMA Oregon  
[www.armaoregon.com](http://www.armaoregon.com)

ARMA Sacramento  
[www.armasac.org](http://www.armasac.org)

ARMA Silicon Valley  
[www.armasv.org](http://www.armasv.org)

### JULY

#### Special Days This Month

- July 1<sup>st</sup> – Canada Day
- July 4<sup>th</sup> – Independence Day
- July 14<sup>th</sup> – Bastille Day
- July 25<sup>th</sup> – Parents 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

Access welcomes Southern California Operations Manager, Art Delgado. Art comes to Access with over 15 years of operations and RIM industry experience. He brings value and practical experience to our operations from a variety of past management positions with emphasis in records management, organizational planning, team development and labor relations. In his new role, Art will manage daily record center and delivery operations throughout Southern California.

**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.