

## Access Hosts Data Privacy Protection Event with Oregon Community Credit Union

Access recently partnered with the Oregon Community Credit Union (OCCU) to educate the local community about data privacy protection through a multi-pronged outreach campaign. Throughout the month of May, Access and OCCU each featured privacy protection information on the web and teamed to provide co-branded data privacy protection information to OCCU members via newsletters and OCCU member mailers. Access placed secure document destruction collection consoles at OCCU branch locations and partnered on a two-day shred fest at two local OCCU branches on May 14th and 15th.

During the two-day event, volunteers from Access and OCCU gathered documents brought by participants and loaded them into secure document collection bins for destruction. Approximately 17,900 pounds of unneeded personal records were loaded to the Access mobile shred truck and destroyed on site; maintaining the data privacy of the individuals participating. In keeping with Access' green business practices, 100% of the resulting paper material waste was recycled.

Access hosts secure, data destruction events at locations throughout the country. A current calendar of no-cost, Access shred events is available online at: <http://accesscorp.com/upcoming-events.htm>.



### CLIENT SPOTLIGHT

**Eduardo Villalobos, Accounting Assistant, Project Accounting California Institute of Technology**

**Q. How is your job as a Records Manager different than five years ago?** A. About two years ago Caltech owned a building (Sunnyslope, as it was called because of the physical street location) that the Campus staff used as a storage facility. We would have to contact our transportation department when a particular item was needed, and it would be delivered to us. At times we would have to wait a while for a particular item to be located as there was no organization of stored items. On a few occasions we had to physically go to the building and try to locate a particular tub that could not be found. The building was sold, and a contract with Access was established. At first it was a bit rocky, but once the right process at Access was implemented, things began to flow easier. Our particular department (Project Accounting) now has everything in order from invoicing, logged boxes, online access, and requesting a box or boxes via email.

**Q. What are the current challenges for managing records in your industry?** A. Defining the office of records for various documents used for processing transactions - Finalizing a record retention schedule for each type of document - Electronic storage of documents - Efficient document retrieval process.

**Q. What are your diversions from RIM? How do you relax or have fun away from the job?** A. Anything away from work is fun. Once I leave the building I try to forget about everything that is work related. I am a "spur of the moment" kind of person who prefers to do things at the drop of a hat vs. making plans....it's that much more fun in the end! My weekends usually fly by because there is always so much to do. Movies are the best form of relaxation, especially action packed ones.

## 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.

**Q. Who is your favorite music artist? What are the top 3 songs on your playlist?**

A. I don't really have a "favorite" artist per say as I like all kinds of music. I have an array of music/songs on an iPod a friend lent me, and I usually just get to listen to whatever comes on.

About Caltech: The California Institute of Technology (Caltech) is a private university in Southern California with a strong emphasis on sciences and engineering. Caltech is well known for its' ground breaking research and Nobel Prize and National Medal of Science recipients who have studied on its' campus as well as for NASA's Jet Propulsion Laboratory (JPL), which Caltech manages and operates.



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

Organizations today are under increasing 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, accessing and retaining or properly disposing of all company information assets. The strategy used in developing the controls and processes as well as the rules and procedures created must be reviewed from time-to-time for consistency and completion.

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

Presented by Scott Murchison, CRM of Kaizen InfoSource LLC.

**REGISTER NOW** —To register or find out more about the Access Webinar Series, visit us online at: <http://accesscorp.com/webinar.htm>

**ACCESS CORE VALUES**

We Believe Heroic Customer Service is the Only Service

Thank you so much Denise. [The information you provided is] exactly what I need! I really appreciate your great service. Your company and staff are superb!

Amy—Southern California Client

We Will Be Contributors to Our Communities

**ACCESS SUPPORTS RIM & CHARITABLE CAUSE AT PRISM 2010**

Access recently participated in the PRISM (Professional Records and Information Services Management) International Conference, May 11-13, in Reno, Nevada.

Prior to the conference, PRISM members, including Access CEO and Immediate Past President of PRISM, Dennis E. Barned III, joined together on a cross-country motorcycle ride, kicking off the PRISMgives fundraising

Access attended the event, participated in sessions, hosted the annual luncheon and supported the PRISMgives charity's silent auction. The sessions provided valuable RIM insights and the event, raised over \$28,000 for Action Against Hunger and their Haiti Relief. **Make a donation: [www.prismgives.com](http://www.prismgives.com)**

**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 Jacksonville**  
Vital Records Insurance & More  
June 15, 2010  
More Info: [www.armajacksonville.org](http://www.armajacksonville.org)

**ARMA Golden Gate**  
Rebranding You RIM Program  
June 15, 2010  
More Info: [www.armagg.org](http://www.armagg.org)

**ARMA Greater Los Angeles**  
Awards Dinner and Silent Auction  
June 16, 2010  
More Info: [www.arma-gla.org](http://www.arma-gla.org)

**ARMA Orange County**  
Silent Auction & Officer Installation  
June 17, 2010  
More Info: [www.ocarma.org](http://www.ocarma.org)

**ARMA Mt. Diablo**  
Creating and Maintaining a Digital Records Archive  
June 17, 2010  
More Info: [www.arma-mtdiablo.org](http://www.arma-mtdiablo.org)

**JUNE**

**Special Days This Month**

- 14th – Flag Day
- 20th – Father's Day
- 21st – Summer Begins
- 24th – St. Jean Baptiste (Quebec)

**REFER-A-FRIEND**

Congratulations to Brittany Gelabert of Capelouto! Brittany is the latest gift card recipient in our refer-a-friend program. Do you know a friend who needs Access RIM services?

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).

**GROWING ACCESS TEAM**

Access welcomes two new team members: Alisa Gaylord, Account Manager supporting new and existing clients in Eugene and Portland, Oregon and Tom Forbes, Account Executive for the Atlanta, Georgia area.

**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.