

## Access Announces Educational Webinar Series

Access Information Management is proud to launch the second installment in our 2010 Educational Webinar Series. Access teams with acknowledged industry experts from different disciplines to highlight important records and information management (RIM) topics. This forum provides practitioners an opportunity to learn more about RIM issues, find answers to key questions and take away tips for program improvement.

To register or find out more visit us online at: <http://accesscorp.com/webinar.htm>

### Access Online – Web-based Inventory Management Thursday, March 25, 2010, 11:00 AM – 12:00 PM PDT

Join our webinar to learn more about Access Online and the benefits it can bring to your organization: understand the basics of web-based records inventory management and gain insight on how you can improve the control of your records inventory.

### Are You Planning for Disasters or Creating One? Thursday, April 1, 2010, 11:00 AM – 12:00 PM PDT

In this session we will discuss what elements records and information management (RIM) Professionals should have in a Business Continuity Plan (BCP). Learn the key elements that should be included in a BCP, how to test a BCP and understand what type of support is needed from external business partners to support the plan and the preparation. Presented by Scott Murchison, CRM of Kaizen Partners.

### The World According to GARP®! Thursday, May 20, 2010, 11:00 AM – 12:00 PM PDT

ARMA International has developed GARP® (Generally Accepted Recordkeeping Principles) as a means to objectively measure the maturity of an organization's RM program. Learn the eight governing principles which can be used to evaluate the maturity of an organization's RIM program and how GARP provides an improvement roadmap. Presented by Terrence J. Coan, CRM, Director, at Hildebrandt Baker Robbins.

### Client Spotlight – Judy Tomlinson, Business Services Supervisor Sutter Health Foundation, North Division



**Q. How is Records Management at Sutter Health different than five years ago?**

A. We used primarily the same processes in the past as we do now. The files were classified using their relevant descriptive data. We purged inactive records, sent them offsite and then destroyed them when eligible. That's where the similarities end.

Before partnering with Access we rented remote warehouse space to store our records. Managing the inventory and finding records quickly was a challenge.

Now we use Access for records management and the online inventory system [Access Online] to track and request records from storage.

### 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

**MARCH OFFER:  
GIVE US 25 BOXES &  
WE'LL GIVE YOU 25 BOXES**

Sign a new Records Storage and Management agreement with Access during the month of February, including at least 25 boxes of documents, and we will give you 25 hardcopy storage containers for free. Contact your local branch for details.

## CLIENT SPOTLIGHT with Judy Tomlinson, Sutter Health— continued

By using Access to store and manage activity, we significantly reduced our annual program cost and improved efficiency. Now, fewer people are needed to search for records and requests are filled faster. Overall, storage is less expensive and because records are more organized, they can be destroyed much easier. Now we have better access to our records and I don't have to manage the storage of records - that's a big relief!

**Q. What are the current challenges for managing records in your industry?** A. One of our current challenges is managing the transition from paper charts to electronic. I'm in the process of hiring temporary staff to help with preparing the paper charts for scanning. We are committed to the transition and are set to go live with the records imaging project in mid April.

**Q. What are your diversions from RIM? How do you relax or have fun away from the job?** A. I try to keep a positive attitude about all the changes that will happen this year... I really enjoy the outdoors, so to relax I like to ride my quad in the mountains.

**Q. Who is your favorite music artist? What are the top 3 songs on your playlist?** A. Elvis is my all time favorite artist. I like ALL rock n roll from the 1950's, so it's difficult to pick 3 songs but anything by Elvis would be right up there.

## Access Expands Northern California Shredding Operations

Access recently acquired NorCal Shred, a regional, mobile information destruction company based in Chico. With this acquisition Access gains additional mobile - destruction resources and expands our Northern California service reach.

This operation has been very quickly integrated into our Chico operation, with previous owner and operator Charles Brooks joining our team as the Branch Manager in the market. NorCal Shred has an excellent service reputation and a track record of providing outstanding community support and Access looks forward to maintaining those commitments.

### ACCESS CORE VALUES

#### We Will Be Contributors to Our Communities

**Hawaii Event**— Access Hawaii held a free community shred event during the First Hawaiian Bank, PrimeTime Wellness Fair in Oahu on Thursday, March 3rd. Nearly 100 participants visited Access during the event bringing with them hundreds of pounds of old records for secure destruction

**Southern California Event**—Access Southern California hosted a shred event at the Topa Financial Plaza in Oxnard, California on January 28th. Over 200 small business and numerous individuals were given the opportunity to securely destroy business or personal records at no charge. Over 6000 pounds of records were destroyed during the event.

**Access Shred Events Calendar:** <http://accesscorp.com/upcoming-events.htm>

#### Access Goes Red to Support Heart Health

Access joined the American Heart Association (AHA) and concerned companies and organizations across America in the fight against the #1 killer of women – as well as of men, by wearing red on February 5th. As a result of the event, Access raised over \$1000 to support the fight against heart disease.

### 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 Oregon**  
It's a ZOO Out There!  
March 9, 2010, 12:00 PM – 2:00 PM  
[www.oregonarma.org](http://www.oregonarma.org)

**ARMA Hawaii**  
E-Records Management and Cloud Workflows  
March 10, 2010  
[www.armahi.com](http://www.armahi.com)

**ARMA Golden Gate**  
Project Management Methodology  
March 16, 2010, 12:30 PM – 1:45 PM  
[www.armagg.org](http://www.armagg.org)

**ARMA Greater Los Angeles**  
Data Conversions: One Woman's Experience with Bumps in the Road  
March 17, 2010, 8:00 AM  
[www.arma-gla.org](http://www.arma-gla.org)

**ARMA Mt. Diablo**  
Implementing your ECM Project  
March 18, 2010, 5:00 PM  
[www.arma-mtdiablo.org](http://www.arma-mtdiablo.org)

### MARCH

#### Special Days This Month

8th International Women's Day  
15th Ides of March  
17th St. Patrick's Day  
20th Spring (Vernal) Equinox  
25th Feast of the Annunciation  
28th Palm Sunday  
30th Passover

#### Access Client Survey Contest Winners

Thank you to the hundreds of participants who responded. Complete responses qualified to win one of three, \$100 Gift Cards or the \$250 Grand Prize Gift Card. Our prize winners are:

Grand Prize Winner: Ruth Matsumoto, Hawaiian Electric Company.

Gift Card Winners (3): Rosemary Pavlina, CNA Insurance, Theresa Scott, Weintraub Genshlea Chediak and Stephanie Rice-Tegenfeldt, Patelco Credit Union.

**Birth Announcement**—A special, warm welcome to the newest junior addition to the Access Hawaii family. Halona DelaCerna Brooks and family welcomed baby Bayle on February 6th, she weighed in at 6 pounds 10 ounces and 20 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.