

Access Expands Northwestern Presence New Portland Records Center

Access is pleased to announce the opening of our new record center in Portland, Oregon. Building on the success of the Eugene, Oregon operation, which was acquired and integrated into the Access organization in January, the Portland location provides a greater reach to new and existing clients throughout Oregon, specifically the Portland Metro Area. The new operation is a full-service Access facility, offering records storage and management, secure destruction services, data protection services and media rotation, imaging and web-based electronic document solutions.

A number of clients have already signed on to services via Access Portland. We are excited to service clients from our new location. As always, we will maintain a high level of customer service as well as exhibiting our responsibility to the surrounding community, by implementing green business practices.

The Portland record center facility is designed to meet Access' environmentally-friendly business standards; reducing consumption, reusing products and recycling waste whenever possible; supporting a cleaner environment and a greener Access. As a part of this effort, the Access Portland facility is introducing new, fuel-efficient, low emission vehicles to service Portland area clients.

Our new Access operation is located near downtown Portland and will serve clients in the Portland Metro Area and Southwest Washington.

Team Member Spotlight – Agustin Rodriguez-Zamudio – Access Chico



Access is proud to recognize Agustin Rodriguez-Zamudio, shredding plant operator in Chico for outstanding teamwork. With a growing number of secure destruction clients in the area, Agustin has gone above and beyond to ensure that all materials are properly destroyed and recycled; helping the Chico plant reach a new record of 320 tons of recycled paper in March. Agustin puts in the necessary time to ensure that all client information is protected at all times and shredded on the same day received, all while keeping pace with other large client destruction projects.

Agustin exhibits the same great drive outside of work. He has a passion for running and is currently training to participate in his first full marathon this fall. Agustin is a team member that we can rely on to get the most challenging job done efficiently and safely.

2010 O'Neil Conference – Record Center Challenge for Charity



Access joined other top records management organizations participating in the 2010 O'Neil Strategic Partner Conference in California, April 21st – 23rd. Hundreds of professionals joined in to learn, network and raise money for charity. Their RIM knowledge was put to the test during the Record Center Challenge. Access took the prize, helping O'Neil raise over \$20,000 for the Orange County Ronald McDonald House.

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.

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 Madison Arbor Day Event



Access Madison co-hosted a community event with AARP to educate the LaCrosse community about identity theft and celebrate Arbor Day. On April 30th, approximately 200 attendees brought documents to the public library for secure destruction.

Birch and maple saplings donated by the City of LaCrosse, in honor of Arbor Day, were a great reminder of the true origins of the document lifecycle. Access team members also took the opportunity to educate a group of local children, our "future identity protectors", about properly destroying personal information. The event was cut short by a sudden, massive rain storm, but not before collecting and destroying over 5000 pounds of records.

ACCESS CORE VALUES

We Believe Heroic Customer Service is the Only Service

"We want to thank Steve for all of his great knowledge of our account. We know that he has always gone above his normal duties in order to help fulfill our [internal] customer's needs. We acknowledge that our customers do not always provide accurate information at the time of the request, which complicates the efficiency of a timely delivery. Steve demonstrates a great deal of patience, as well as perseverance, in these situations and we value his commitment to us and our [internal] customers."

Thanks again,

Lee and the Records Staff
Southern California Client

We Will Be Contributors to Our Communities

ACCESS EARTH DAY SHRED

On April 22nd, Access celebrated Earth Day with an All Access Shred Day. Clients brought in no longer needed, personal documents for secure destruction, free of charge. Access locations from Hawaii to Florida, shredded nearly one ton of materials. 100% of the material collected and shredded was recycled.

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
Destroy or Not Destroy? Myth or Manna...
May 13, 2010
For more information: www.armsv.org

Atlanta ARMA
Chapter Meeting
May 18, 2010
For more information: www.atlantaarma.org

ARMA Jacksonville
Merrill House Tour
May 18, 2010
For more information:
www.armajacksonville.org

ARMA Golden Gate
SharePoint 2010 Records Update
May 18, 2010
For more information: www.armagg.org

ARMA Sacramento Capitol
Monthly Networking Event
May 19, 2010
For more information: www.armsac.org

MAY

Special Days This Month

- 1st May Day
- 5th Cinco de Mayo
- 6th National Teacher's Day
- 8th VE Day, WW II
- 9th Mother's Day
- 17th Armed Forces Day
- 31st Memorial Day

REFER-A-FRIEND

Congratulations to Gavin Mora from Opulent Solutions. He referred a friend who became a client and he received a \$100 gift card.

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.

TEAM MEMBER ANNOUNCEMENT

Becky Griffith is the new Branch Manager of our Portland, Oregon operation. With a background in RIM and operations, she will manage the daily operations and continued growth of the northwest region.

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.