



Organize. Protect. Access.

CALIFORNIA

FLORIDA

GEORGIA

HAWAII

OREGON

WISCONSIN

Access is One of America's Fastest Growing Companies for 2010

Inc. Magazine includes Access Information Management on its annual Inc. 5000 list



Access Information Management, leading provider of records management, storage and destruction services for hardcopy and electronic records, is named on the Inc. 5000 list of fastest -growing private companies in America based on revenue growth for the second year running. In addition, Access is also listed at number 69 for 2010's top growing companies in the San Francisco Bay Area.

With an impressive 166% increase in revenue over the last three years, Access has experienced substantial growth since its inception in 2004. The company attributes this success to high customer retention due to exceptional customer service; a well rounded product offering, including services to address clients' records and information management needs both physical and electronic, throughout the records management lifecycle as well as ongoing expansion into new markets.

"We are honored to be included on the prestigious Inc. 5000 list of America's Fastest Growing Companies for the second year running" stated Rob Alston, President, Operations and Business Development for Access Information Management. "This is a testament to our focus on our core values. By embracing strong principles including Integrity, teamwork and heroic customer service in our daily work and business strategies we attract loyal clients and dedicated team members – it is to these relationships that we attribute our success."

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 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.

TEAM MEMBER SPOTLIGHT

Cheryl Pearson

Director, Quality Service and Standards



As the Director of Quality Service and Standards for Access, Cheryl is responsible for the development, implementation and training of safety, security, and quality compliance standards at all Access operations nationwide.

Safety, security and compliance are chief concerns in our industry and Cheryl's contribution to Access in these areas is unquestionably a huge part of our success. On a daily occurrence Cheryl reviews and advises our team in transportation, record center and client care standards. The standard operating procedures that she has designed and implemented, in accordance with legal regulations, help ensure the safety of the team, secure facilities and proper information handling and transport in order for us to safeguard our client's valuable information assets.

Cheryl has proven to be a great sounding board for new policies and procedures. Her excellent rapport with our teams gives her the ability to recommend, counsel and document areas of improvement in a positive constructive fashion. Most recently she has helped formulate and implement official Greener Access Initiatives throughout the organization; helping to identify ways to reduce consumption, reuse products and recycle waste whenever possible. As Access' official Certified HIPAA HITECH specialist, Cheryl is up to date on the latest healthcare legislation and industry trends and offers training and advice to team members company-wide in support of a safe, secure and compliant environment.

In her spare time Cheryl volunteers as an AWANA leader and loves spending time outdoors, hiking and bicycling and any activities that involve her two Jack Russell dogs Lucy and Maverick. Cheryl recently moved from Florida to Boise providing greater opportunities to enjoy outdoor activities

ACCESS CORE VALUES

We Believe Heroic Customer Service is the Only Service

KUDOS

"I want to thank everyone who has helped us these past weeks. We have had more than the usual amount of requests to fill and the staff at Access has not wavered a bit!! Lydia, our new records employee, has been working with me on learning how to submit requests through your system. She has been doing a great job and I just wanted to let you know about her because you will see her name frequently now.

Thanks again,
Lee
Southern California Client

Upcoming Access Events

2010 Annual Hawaii Bar Convention
Friday, September 17th
Hilton Hawaiian Village Beach Resort & Spa
Visit the Access Hawaii Team at the Expo!

Hawaii Waihini Forum
Tuesday, October 19th
8:00 AM - 2:00 PM (local time)
Sheraton Waikiki - Maui Ballroom
Honolulu, HI

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.

ARMA 2010 San Francisco
November 7th -10th
Moscone Center
San Francisco, CA

The premier event in the records and information management field, ARMA International's 55th Conference & Expo, will be held November 7-10, 2010, at the Moscone Center West in San Francisco, California. It's never too early to start planning for the conference, which delivers the resources and tools you need to better govern your information. Register online: www.arma.org.

CC ARMA Meeting - Access SoCal

Access sponsored the Central Coast ARMA Meeting on August 27th. Speakers for the meeting were Scott Murchison and Norm Weiner of Kaizen InfoSource, LLC and Davina Douthard of Davina Douthard, Inc. The presentations were followed by a roundtable discussion. Access SoCal team members Randy Serrano, Ginger Hendrix and Jocelyn Chruszczak were in attendance.

SEPTEMBER

Special Days This Month

- Sept 6th – Labor Day
- Sept 9th – Rosh Hashanah
- Sept 11th – Patriot Day
- Sept 12th – Grandparents Day
- Sept 16th – Stepfamily Day
- Sept 17th – Constitution Day
- Sept 18th – Yom Kippur
- Sept 21st – Day of Peace

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.

ACCESS TEAM UPDATE

Congratulations to **Tonya Edenfield of Access Florida**. Due to her strong operational knowledge and commitment to client care, Tonya was recently promoted to Operations Manager of the Tallahassee Branch. Way to go Tonya!

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.