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Retention Management For Consistency & Compliance

Join us for an Access Educational Webinar on September 17th!

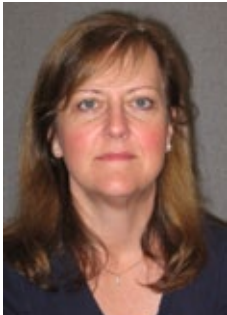
Access is pleased to present an educational Webinar that will give you a complete perspective on the critical need for Records Retention Management. The webinar is scheduled for September 17th at 12:00 PM PDT. Our featured presenter is Scott Murchison, CRM from Matchpoint Solutions. Scott has over 20 years of experience managing records within a wide variety of companies and industries.

Whether your company already has a retention management program, or you are interested in the creating a new program, this seminar will be an excellent resource for administrators, records managers, risk managers, legal and HR. Our presentation is entitled "Retention Management For Consistency & Compliance."

Topics covered will include: The Compliance Landscape, What Records Management Is, What Retention Management Is and Managing Records Retention for Compliance

To sign up for this event, please go to www.accesscorp.com/webinar

Inside Look: Q&A with Jean Overfelt West Coast Records Manager, Sidley Austin LLP



Q. How is your job as a Records Manager different than five years ago?

As little as five years ago, I only worked with hard copy records. The tasks involved in handling them were creating them, sending them offsite and then retrieving them. Today I am involved in storing electronic as well as hard copy records. The economic times being what they are, my law firm is looking at not just having a retention policy but actively applying it. I am now involved in assisting lawyers in their decision to either send materials back to the client or destroying them.

Today, records can be either hard copy or electronic. They are actively used in the office and when the matter is concluded they can either go back to the client or to offsite storage. Records stored offsite are governed by the firm retention policy and when they have reached their "shelf life" there is another disposition to be made. In my view, Records Management is now much more fluid.

Q. What are the current challenges for managing records in the legal industry?

The challenge that I encounter in managing records today is keeping up with demand. By that I mean being able to fulfill a request for a record as quickly as possible. The world has the internet, Google and Instant Messaging. People have begun to expect to get information instantly. That expectation is now also present in law firms. That is why the concept of electronic records is appealing. Electronic records require different internal processes and when matters are concluded, they require a different type of offsite storage. The question also becomes, do we make every record electronic or do we just make electronic records for the very big cases? If a case has both hard copy and electronic records, how do we manage both for the same case? What is the cost of hard copy records versus electronic records? These are the questions that I am currently wrestling with at my firm. Tough questions but at the same time, exciting ones in a new emerging area of records management. I feel like a records management pioneer!

Q. What are your diversions from RIM? How do you relax or have fun away from the job?

When I'm not at work, I like to ride my bike. That means seeking out the easy bike trails in my area (flat, no switch backs). My son teases me and tells me that they are the "weenie" trails. I also cook and crochet afghans. To toot my own horn a bit, my chili won the office chili cook-off and I am commissioned by my fellow workers to make afghans for gifts.

Featured Solution



Hard Drive Destruction

Companies of all sizes have a significant volume of data that resides on retired computer hard drives. Over the last 2 years alone, there has been in excess of \$10,000,000 in fines for improperly discarding sensitive personal information, not to mention scores of embarrassing headlines.

Legally required notification of clients when there is a data breach can cost tens of thousands of dollars and much more in lost customer confidence and future business. Companies have a obligation to employees, customers and stakeholders to properly destroy personal and proprietary information.

Here's how Access can help. We provide secure hard drive destruction services, utilizing equipment that applies 8,800 lbs. of force, so you can rest assured that your company data is rendered irretrievable. For the month of September we are extending a special a 20% discount for this specialized service.

Call your local Access office if you have hard drives that need to be destroyed.

September Is...

Backpack Safety America Month Subliminal Communications Month

5th is Be Late for Something Day 7th is Labor Day 15th is Wife Appreciation Day 25th is National One-Hit Wonder Day

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

I like a variety of types of music so I don't have one single favorite musical artist. I am however very fond of Christina Aguilera, Whitney Houston, Garth Brooks and Smash Mouth. To puzzle you further, the top 3 most played songs on my iPod are "Bad Case of Loving You" by Robert Palmer, "Up Around the Bend" by Creedance Clearwater Revival and "The Race is On" by Sawyer Brown.

Access Core Values

“We believe heroic customer service is the only service”

Thanks so much for making sure my phone in request made on this AM delivery schedule. A law firm needed the file and of course they wanted it yesterday.

Thank a million for making me so good! You guys ROCK!

Jodie Armstrong, Document Management Specialist, WI Alumni Research Foundation

“We will be Contributors in our communities”

Access Information Management's Madison Wisconsin team supported the “We've Got Your Back(Pack)” program coordinated by volunteers at Murphy Desmond Lawyers and the Madison Optimist Club Foundation. Access supplied boxes that were made available as drop boxes for school supplies to be given to Madison area schools that have a disproportionate number of low-income students. Access also managed the emptying and replenishing of boxes as needed.

Erin Ogden, attorney at Murphy Desmond, initiated the school supply drive in 2008, which she felt was successful for a first-year project. When selecting schools that qualified, she defined “low income” as students who qualify for free or reduced-price luncheons. Of the schools chosen, the percent of low-income students ranges from 32% in Livingston to 82% in Janesville.

Back to School Riddle

The kids can't be the only ones. Here is a riddle for you too. All who respond with the correct answer will be entered in a drawing to win a \$50 Visa card. Send your guess to Tayler Robertson at trobertson@accesscorp.com

What comes once in a minute, twice in a moment, but never in a thousand years?

August Trivia Quiz Winners

The answers to last months trivia were...

1. Dogs sweat from “bottoms of their feet”
2. “Chocolate” is poisonous to dogs.
3. “Moose” is the name of the dog who played Eddie on the sitcom, Frasier.
4. Dalmations are “white” when they are born.
5. A dogs “ears get hot” when it has a fever.

The winner of the \$50 Visa Card is
Olivia Childs

Thanks to everyone who responded.



People dropping off their shredding at Community Shred Day

Access and San Francisco TV Station Partner for Community Shred Day

Access Information Management and San Francisco Bay Area CBS 5 (KPIX TV) joined forces to hold a community Shred Day on Monday, August 17th at four Bay Area locations. The general public was invited to visit one of the locations to receive free shredding and recycling for up to 2 records storage boxes or 60 lbs. of personal documents. The event was held in conjunction with the station's Consumer Watch feature on identity theft with live coverage at 2 locations including an interview with Access General Manager, Glen Eaton. The Access team rolled out a fleet of mobile shred trucks and shredded over 30,000 lbs. of records for more than 600 Bay Area residents during the three hour event.

Watch the video at
<http://cbs5.com/video/?id=54178>

Test Drive Digital Access Solutions

Access will provide a complimentary scan of one standard box of your files and up-load them to the Access Web-hosted Repository for free.
Call your local Access office and ask for a scanning Test Drive.

Study Reveals Analog Workarounds for Electronic Medical Records

“Exploring the Persistence of Paper with the Electronic Health Record” in the September 2009 issue of the International Journal of Medical Informatics notes that electronic medical records system users continue to rely on notes stuck to computer monitors, as well as index cards and notebooks.

The authors studied 20 healthcare workers and found 125 instances of paper use. According to the researchers, paper was used most frequently with the electronic systems to aid efficiency and ease of use, as a memory aid, and as a way to alert others to new or important information. Some uses of paper are expected to result improvements to interfaces between healthcare providers and electronic records technology.

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. Here is some Access related ARMA information.

A reminder to register for...

ARMA International's Annual Conference and Expo in Orlando



This is the premier event for the records and information management profession, drawing more than 4,000 professionals from around the world. This is a great educational and networking opportunity for experienced records management professionals, or those getting started.

For more conference details, please visit the ARMA Conference website at <http://www.arma.org/conference/2009/>



ARMA central Coast Chapter Meeting in Santa Barbara celebrating the 15 year Anniversary.

ARMA Central Coast Chapter Recap

Access was pleased to serve as a sponsor for the ARMA Central Coast Chapter's 15th anniversary event at the beautiful Fess Parker Doubletree in Santa Barbara, California. Helen Streck, Records Management Consultant with Shook, Hardy & Bacon presented on the topic of “Marketing RIM by Partnering with IT.”

The Chapter also announced Access client Noel Diaz as Chapter Member of the Year, and Manuel Bulwa as the new Chapter President. Special thanks goes to Access Account Manager, Ginger Hendrix for helping organize the successful event!

New Access Team Member

Hi, my name is Kieran Paul Keaweoluna Alston. I was born August 25th really early in the morning. I'm doing good and so is my mom, Amy. My dad, Rob is happy too. You might know him as the President of Access Information Management.

