

Spring is Here! Is Your Records Management Program in Order?

Spring is in the air. The days are longer, the air is warmer, and leaves are starting to bud. It's the perfect time of the year to review your records management program.

Start by reviewing your record-keeping obligations. State and federal retention requirements may have changed since last year, so update your retention and final disposition schedules. Consult with your attorney to verify whether you're keeping the right records for the required length of time.

Next, de-clutter your files. Paper records are expensive to manage and store inhouse. Instead of buying more file cabinets, invest in a one-time purge shredding service where your shredding provider delivers locked shred bins to your office so you can securely dispose of old documents and files. When the bins are full, your provider destroys the contents and gives you a Certificate of Destruction.

Take de-cluttering a step further by storing your inactive files off site. With a records storage service, your archival documents are bar-coded and stored in a records center. When you need a file, it's professionally hand delivered to you, or scanned and sent digitally to your desktop with a Scan on Demand application.

Finally, don't forget to revisit your backup plan. Make sure your backup media is organized and securely stored. Remember, even slight temperature and humidity fluctuations can damage your tapes and portable hard drives. Eliminate these risks and ensure flawless data recovery throughout the rest of year by partnering with a media storage and rotation provider.

What's Inside This Month?

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April Offers!

Thoughts from Richard Steed

Spring officially arrived on March 20th this year, and since then I've been making a mental checklist of spring cleaning tasks. I'm not exactly jumping up from my chair yet to tackle that checklist, but springtime is motivational and I feel it starting to spark me. I find I fall in love with life all over again as spring arrives and the days get longer.



Everything is new again and it makes me want to be part of it—to make my own space new again, maybe rearrange my office or a room in my home.

It's usually about this time of year where I check in on my New Year's resolutions and hold myself accountable. Just how well am I holding to those promises I made myself? Where is that gym membership card? Hey—maybe I'll find it when I'm spring cleaning!

With spring comes the motivation to renew those promises and to tackle that spring cleaning checklist—to become part of all the newness. Heck, nothing feels better than removing from my fridge those green fuzzy things that I used to call food, and burying them in a 13-gallon trash bag.

Spring's a time to make space, streamline, get organized. Time to move those old files to the recycling bin and clear away the clutter accumulated over the winter. It makes me feel good to open up my space and let the light fall on flat, uncluttered surfaces. It also makes me happy to be in a business where I help people share this clutter-free happiness with me. So what can I do other than offer my clients spring cleaning specials? Should you find yourself coming down with the spring cleaning bug, you may wish to accept our offers to help you along!

Happy Spring!

Richard

Shred 6 Drives for the Price of 5!

One (1) Hard Drive shredded FREE for every five (5) you bring in during the month of April!

APRIL SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

14 YEARS

Cara Decluisin VanDeGrift

15 YEARS

Jerry Pineda

11 YEARS

Sanjay Prasad

“The greatest lesson in life is to know that even fools are right sometimes.”

—Sir Winston Churchill

Quick Tips: Home

How do you know what your decorating style is? It can take some trial and error to figure out what you like and what works together in your home. Spend some time looking through magazines and catalogs and take note of what catches your eye. Also consider your prized possessions, those things that you really love. You can often design a whole room from one beloved piece.

April Trivia: Fairy Tales!

You've heard the stories over and over, but how well do you remember the details of your childhood fairy tales? Test your storybook knowledge with this fun trivia quiz.

1. In the traditional story of Little Red Riding-Hood, what is the little girl's real name?
2. Jack visits the home of the Giant and steals what kind of musical instrument?
3. In the Brothers Grimm story of Snow White, she had a sister. What was this sister's name?
4. How long did Sleeping Beauty sleep?
5. The first animated Disney movie was one based on a Brothers Grimm fairy tale. What was it?
6. What did Hansel and Gretel leave as a trail to find their way home from the wilderness?
7. In the tale of the "Three Billy Goats Gruff," what was under the bridge that the goats must cross?
8. Who wrote "The Little Mermaid"?
9. What was the price Rumpelstiltskin demanded of the miller's daughter to spin the straw into gold?
10. What nationality were the Grimm Brothers?

Answers on back page!

April Holidays and Events

Daily Observances:

- 1 April Fool's Day
- 1 Easter Sunday
- 2 Reconciliation Day
- 3 World Party Day
- 4 School Librarian Day
- 5 National Dandelion Day
- 6 National Walk to Work Day
- 6 Plan Your Epitaph Day
- 7 World Health Day
- 8 Zoo Lover's Day
- 9 Name Yourself Day
- 10 National Siblings Day
- 11 Eight Track Tape Day
- 12 Russian Cosmonaut Day
- 13 Friday the 13th
- 13 Scrabble Day
- 14 Look up at the Sky Day
- 14 National Dolphin Day
- 15 Titanic Remembrance Day
- 15 World Art Day
- 16 National Librarian Day
- 16 Patriot's Day
- 16 Save the Elephant Day
- 18 International Juggler's Day
- 19 National Garlic Day
- 20 Volunteer Recognition Day
- 21 Husband Appreciation Day
- 22 Earth Day
- 22 Girl Scout Leader Day
- 23 Take a Chance Day
- 24 Pig in a Blanket Day
- 25 World Penguin Day
- 26 Take Your Daughter to Work Day
- 27 Arbor Day
- 28 International Astronomy Day
- 29 Greenery Day
- 30 National Honesty Day

Weekly Observances:

- Week 1 Library Week
- Week 2 Garden Week
- Week 3 Organize Your Files Week**
- Week 4 Administrative Assistants Week

Monthly Observances:

- Records and Information Management Month**
- International Guitar Month
- Keep America Beautiful Month
- National Poetry Month
- Stress Awareness Month
- Sexual Assault Awareness Month

PacBlog

The Top Reasons Your Company Needs a Document Retention Plan

PacBlog is the monthly web log of Pacific Records Storage. To read this month's installment, please click the title below.

<https://pacific-records.com/the-top-reasons-your-company-needs-a-document-retention-plan>

You may also access the PacBlog at the URL below. There you will find this month's installment along with archives of previous installments.

<http://pacific-records.com/category/pacnews>

Have A Question For Us?

We love to hear from all our good friends and clients who enjoy reading our monthly newsletter. If you have a question related to off-site document storage, shredding, media vaulting, or document imaging, please feel free to give us a call or send us an email.

(888) 893-6054 or info@pacific-records.com

**Do You Want
To Win A \$25
Amazon
Gift Card?**



Each month we'll give you a new challenge of some type. All those who reply with a correct answer are eligible to win. At the end of the month we'll draw a lucky name.

Here is this month's challenge:

What do the numbers 11, 69, and 88 all have in common?

Last Month's Answer to: *How many apples can you place into an empty box?*

ONE

Last month's Winner:

DAN GUERRA

COMMUNITY BUSINESS COLLEGE

Email your answer to info@pacific-records.com

Green Living: Car Washing

There's a few things you can do to make your car washing a little less harsh on the environment and water resources. Here are some tips:

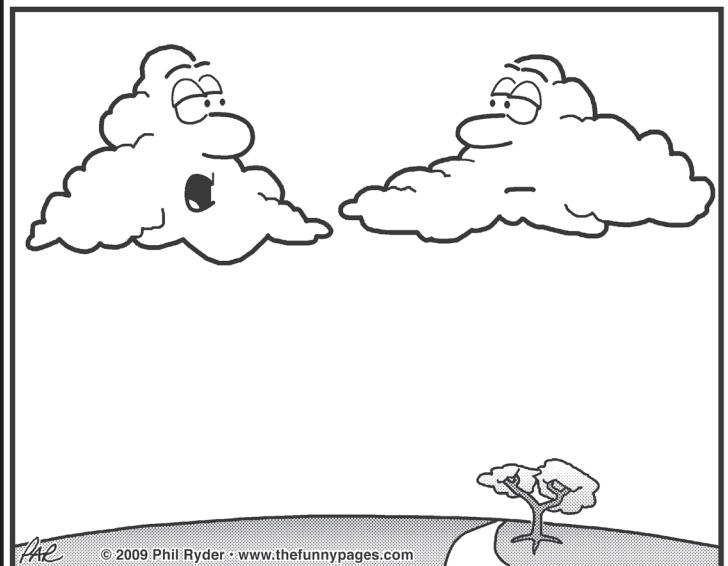
Washing your car on the grass will give the grass a drink, and the soil will help to break down impurities, preventing the water from entering storm drains and winding up in local waterways. Some of the chemicals in car wash detergents are nutrients for algae; so this water getting into waterways can cause eutrophication problems.

Be hose wise! Use an adjustable trigger nozzle to improve pressure while reducing water consumption.

Use an earth friendly detergent or consider not using any at all, if possible. If you do use detergent, don't use in excess of manufacturer's recommendations. You'll not only save money, but reduce the detergent leeching into the ground—even "Earth friendly" detergents should be used sparingly!

Use a bucket! Soap up your car using a bucket and sponge. The hose should only be used for the final rinse. Sure, it's easier to sit there and blast off grime with the hose, but it uses a ton of water. A bit of elbow grease with the sponge is good exercise too!

Wash in the shade. Hot metal evaporates water incredibly quickly. The more that evaporates, the more you'll need to use so try and either wash your car in the shade, wait for a cloudy day, or do it early in the morning or late in the evening.



"Would you handle my cloud computing workload while I'm away making April showers?"

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Upgrading Your Reading as You Get Older

Studies have shown that, when asked, people tend to prefer reading books and articles on paper rather than by using electronic means such as e-readers or tablet computers. This goes for both older and younger readers. However, the popularity of these e-readers is growing, especially among young people. As the technology gets better, many are finding that it is just as easy to read a book on an electronic device as it is on paper.

There is still a significant reluctance on the part of older readers to adapting these new technologies, however. Many report that they find it more difficult to read on a screen as opposed to reading a printed book. But this may not actually be the case.

Researchers in Germany have shown that older readers spend less time absorbing the text on an e-reader, while maintaining full comprehension. This effect is not the same in younger readers, who spend about the same amount of time reading on both options. The benefit for older readers improved on better quality e-readers, especially those with backlit displays. While surprising, the results of this study indicate that seniors may find it easier to read their book, magazine, and newspaper selections on a tablet or e-reader, possibly because enlarging the print is a readily available option, whereas in hardcopy editions this is often not the case.



Clear or Stormy?

A husband and wife were fast asleep when the phone rang and woke them both up. The husband picked up the phone and said, "Hello? How should I know? Who do you think I am—a weatherman?"

He then slammed the phone down and rolled over to go back to sleep.

"Who on earth was that?" asked his wife.

"I have no idea," replied the man. "Some guy wanted to know if the coast was clear."

This Month in History

1634 - The first bridge was built in the U.S., spanning the Neponset River between Milton and Dorchester, Massachusetts.

1963 - "General Hospital" premiered on television and eventually became America's longest running soap opera.

1970 - President Richard Nixon signed legislation banning radio and television ads for cigarettes.

1995 - Supreme Court Justice Sandra Day O'Connor became the first woman to preside over the Court, sitting in for Chief Justice William H. Rehnquist who was out of town.

Snacking Your Way to Health



Too many snacks between meals are obviously not good for you. However, there is a way to use healthy snacks to build muscle and shed fat while making you feel better. A recent study found that having a high protein and carbohydrate snack after working out can help improve your overall well-being.

The researchers looked at exercisers who were snacking after a work-out. They gave these exercisers a 250-calorie shake with 24 grams of protein and 36 grams of carbs right after they did a strength training session. These people were followed for six months. At the end of the study session, those who drank the shake lost about four pounds more fat and added almost two pounds more lean muscle than those who did not drink the shake after their workouts.

So what are the best post-exercise snacks? Try a banana with peanut butter, a wedge of cheese and an apple, a couple of hard-boiled eggs and some dried fruit, or your favorite protein shake. For the most bang for your buck, try to eat your snack within 30 minutes.

TRIVIA QUIZ ANSWERS:

1. Biddy. 2. A harp. 3. Red Rose. 4. 100 years. 5. Snow White and the Seven Dwarfs. 6. Breadcrumbs. 7. A troll. 8. Hans Christian Andersen. 9. Her firstborn child. 10. German.

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