

## APRIL SERVICE AWARDS

*Celebrating Pacific Employee Anniversaries*

### 21 YEARS

Cara DeClusin-Vandegrift

### 4 YEARS

David Miller  
James Goddard  
Luis Reyes  
Robert Dickinson  
Robert Maraldo

### 2 YEARS

Isaiah Gilbert  
Jonathan Strauman

### 1 YEAR

David Chavez

## Go Green for April!

With Earth Day around the corner, April is a great time to make your home more eco-friendly. Open windows for fresh air instead of using fans, swap paper towels for reusable cloths, and bring your own bags when shopping. Start a small garden or plant pollinator-friendly flowers to support local wildlife. Properly dispose of outdated electronics and documents through secure recycling programs.

## What's Inside This Month?

*Thoughts from Richard Steed*

*Go Green for April!*

*Want to Win a \$25 Amazon Gift Card?*

*Trivia Quiz: All About April!*

*Leveraging Document Scanning for  
Disaster Recovery Planning*

*April Offers!*

## Thoughts from Richard Steed



April is a month of renewal. The world shakes off winter's chill, flowers push through the soil, and the days finally feel longer. It's a time of fresh starts, warmer breezes, and maybe even a little spring fever.

With April also comes the tradition of spring cleaning—not just for homes, but for everything that's been piling up over the past few months. Whether it's clearing out the garage, switching winter clothes for lighter ones, or finally tackling that overstuffed junk drawer, there's something satisfying about making space for what's next.

The same goes for the way we handle information. A little time spent now—sorting, organizing, and tidying up—can make the rest of the year feel a whole lot smoother. Maybe it's finally archiving old files, decluttering the digital desktop, or ensuring records are properly stored and secured. Just like clearing out the attic, a bit of effort now saves frustration down the road.

One of the best parts of April is the renewed sense of motivation it brings. After months of winter hibernation, there's an energy in the air that makes tackling projects feel a little easier. It's a great time to set fresh goals, revisit unfinished tasks, and bring a sense of order to both personal and professional spaces. Whether it's finally starting that long-put-off project or just making small improvements, the momentum of spring is the perfect push to get things done.

Of course, April also has its share of surprises. April Fool's Day reminds us not to take things too seriously, and unpredictable weather keeps us on our toes. But change, even when unexpected, brings opportunity. Whether it's a sudden spring rain or an overdue project finally getting attention, the key is to embrace the moment and make the most of it.

So, as the world turns greener and the days grow warmer, take a deep breath and enjoy the fresh start that April brings. A little cleaning, a little organizing, and a little fun can set the stage for a season of growth and new possibilities.

*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!

## Outfitting a Senior-Friendly Bathroom



More slips and falls happen in the bathroom than in any other room of the house. This is especially important to consider for seniors. Here are some tips to help make a bathroom safer for elderly loved ones.

### Floors

Wet and slippery floors pose a major hazard. Instead of slick tiles, consider installing slip-resistant tiles or flooring made of vinyl or rubber. If slipping is a significant concern, carpeting provides the best protection. Secure all throw rugs so they cannot move around easily.

### Tubs and Showers

Another slippery area is the bath or shower. Start by adding adhesive nonslip tape to the shower or tub floor. You can also use a rubber bath mat with strong suction cups. If balance is an issue, consider having grab bars professionally installed both in and around the tub or shower stall. A sturdy plastic shower seat with padding can provide additional support. A handheld showerhead makes bathing easier.

### Faucets

Lever handles are easier to use than twist handles. Ensure the hot and cold handles are clearly marked. Set the water heater temperature to no more than 120°F to prevent scalding.

### Lighting

Bathrooms should be well-lit. Install high-wattage bulbs within the fixture's allowed limits. Consider using a nightlight that turns on automatically when the room becomes dark.

### Toilets

Most toilet seats are too low for those with mobility challenges. A toilet seat extender, which clamps onto the existing toilet, can raise the seat to a safer level. Toilet safety rails on each side can also provide additional support.

### Storage and Accessibility

Keeping essential items within easy reach reduces the risk of falls. Store toiletries, medications, and towels on lower shelves or in easy-to-open drawers. Avoid using high cabinets that require stretching or step stools, as these can lead to loss of balance.

### Doorways and Space Considerations

Ensure the bathroom door is wide enough to accommodate walkers or wheelchairs if needed. If space is limited, consider installing a sliding or outward-opening door for easier access. Keeping the bathroom free of clutter also reduces tripping hazards.

## April Holidays and Events

### Daily Observances:

- 1 April Fools Day
- 1 Reading is Fun Day
- 2 National Day of Hope
- 3 Sow the Seeds of Peace Day
- 5 National Love Our Children Day
- 5 Tangible Karma Day
- 6 Drowsy Driver Awareness Day
- 6-13 National Volunteer Week
- 7 No Housework Day
- 8 International Roma Day
- 9 National Former Prisoner of War Recognition Day
- 10 National Siblings Day
- 11 Barbershop Quartet Day
- 12 International Day of Human Space Flight
- 13 Thomas Jefferson Day
- 14 International Moment of Laughter Day
- 15 National Library Workers Day
- 16 National Bookmobile Day
- 17 Ellis Island Family History Day
- 17 National Haiku Poetry Day
- 18 International Amateur Radio Day
- 19 Record Store Day
- 20 Easter Sunday
- 20-26 Sky Awareness Week
- 21 Kindergarten Day
- 22 Earth Day
- 23 World Book Night
- 24 Take our Daughters and Sons to Work Day
- 25 National Arbor Day
- 26 National Go Birding Day
- 27 Mother, Father Deaf Day
- 28 Workers Memorial Day
- 30 National Honesty Day

### Monthly Observances:

- Confederate History Month
- Alcohol Awareness Month
- Workplace Conflict Awareness Month
- Cancer Control Month
- Car Care Month
- Couple Appreciation Month
- Defeat Diabetes Month
- Distracted Driving Awareness Month
- Emotional Overeating Awareness Month
- Fresh Florida Tomato Month
- Grange Month
- Holy Humor Month
- Informed Woman Month
- International Customer Loyalty Month

## PacBlog

### Top Records Management Myths Exposed

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/top-records-management-myths-exposed/>

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](mailto: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 the name of one lucky winner.

Here is this month's challenge:

What kinds of stories do horses like the best?

Last Month's Answer to:

*Why would you never iron a four-leaf clover?*

**Because you shouldn't press your luck!**

Last month's Winner:

**KARI SCHOLAR**

**\*\* CONGRATULATIONS \*\***

Email your answer to [info@pacific-records.com](mailto:info@pacific-records.com)

### Trivia Quiz: All About April!

1. April is the fourth month of the year. What is its name derived from?
2. What playful tradition is observed on April 1st in many countries?
3. What meteor shower, peaking in late April, is known for its bright and fast-moving meteors?
4. Which small, hopping creatures emerge in abundance during April as the weather warms?
5. What famous ship struck an iceberg and sank in April 1912?
6. What phrase is often used to describe the rainy weather typical of April in preparation for May flowers?
7. The Boston Marathon is traditionally held on the third Monday of April. What is this day called in Massachusetts?
8. Which two zodiac signs are associated with April?
9. What sweet substance do bees start collecting more of in April as flowers bloom?
10. What is the birthstone for April, known for being one of the hardest natural substances?

### Trivia Quiz Answers

1. Possibly from the Latin *aperire*, meaning "to open," referring to flowers blooming. 2. April Fools' Day. 3. The Lyrids. 4. Frogs. 5. The Titanic. 6. "April showers bring May flowers." 7. Patriots Day. 8. Aries and Taurus. 9. Nectar. 10. Diamond.



I get your concern. But I've matured a lot since last weekend.

## 3 months FREE secure Destruction service

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# ***Leveraging Document Scanning for Disaster Recovery Planning***

Benjamin Franklin famously said, “By failing to prepare, you are preparing to fail.” For businesses, this means proactively protecting your most important assets—your records. Document scanning is a smart, intentional step toward disaster preparedness, ensuring that your critical information survives and your business quickly recovers.

## **Why Scan Your Documents?**

Digitizing paper records protects your valuable data from disasters like fires, floods, or other emergencies that could destroy physical files. Digital records allow for rapid recovery and remote access, minimizing downtime and supporting uninterrupted business operations.

## **Key Benefits of Document Scanning**

- **Continuous Business Operations:** Digital documents can be accessed remotely, allowing your team to maintain productivity from any location—even during a disaster.
- **Instant Access to Critical Information:** Instead of wasting time searching through physical files, digital storage offers immediate access, significantly reducing delays during recovery.
- **Space and Cost Savings:** Digital files eliminate the need for extensive physical storage, freeing up valuable office space and reducing the risk of losing documents to physical disasters.
- **Enhanced Security:** Digital documents can be encrypted and stored securely in the cloud or off-site locations, offering strong protection against unauthorized access and physical damage.

## **Steps to Prepare Your Documents for Disaster Recovery**

### **1. Prioritize Key Documents:**

Identify and scan essential records like contracts, financial documents, legal paperwork, and intellectual property. Prioritizing these documents ensures quick access and minimal disruption if disaster strikes.

### **2. Ensure Quality Scans:**

Use high-resolution scanners and regularly check scanned documents for clarity and accuracy. Clear, readable digital documents are critical when recovering information under stressful conditions.

### **3. Utilize Cloud Storage:**

Store your scanned documents securely in the cloud. This allows your team easy and immediate access from any location, ensuring documents remain safe even if physical locations are compromised.

### **4. Implement Reliable Backup Systems:**

Regularly back up your digital documents both online (cloud) and offline. Automated backups keep your records current and protect against data corruption or loss, adding extra layers of security.

### **5. Regularly Test Disaster Recovery Plans:**

Periodically perform recovery drills to confirm your system works as expected. Regular testing ensures smooth retrieval and usage of documents during actual emergencies.

### **6. Control Access Carefully**

Set permissions to ensure only authorized staff can access or modify sensitive digital records during a disaster. Document management systems support team collaboration, allowing employees to work effectively during recovery scenarios.

## **Be Prepared, Not Reactive**

Incorporating document scanning into your disaster recovery strategy ensures your critical records are protected, accessible, and recoverable. By intentionally planning today, you minimize disruption and safeguard your business's future during unexpected events.

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***“A fine is a tax for doing something wrong. A tax is a fine for doing something right.”***

**—Malcolm St. Pier**

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