

NEWS You Can Use

AUGUST SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

32 YEARS

Archie Strauman

25 YEARS

Leon McKie

19 YEARS

Sanjay Sharma

2 YEARS

Rita Garcia

1 YEAR

Alfred Caywood

Green Living: Reducing Waste!

Many waste-creating daily habits actually have green-living alternatives. For example, purchasing a durable, reusable water bottle eliminates the need for plastic bottled water. Using inexpensive tote bags for shopping errands eliminates the need for plastic bags that will later be thrown away. And if you ever do find yourself saddled with plastic shopping bags, you can use them to line your waste containers

What's Inside This Month?

Clean Your Indoor Air

What Is a "Shred-Everything" Policy?

Want to Win a \$25 Amazon Gift Card?

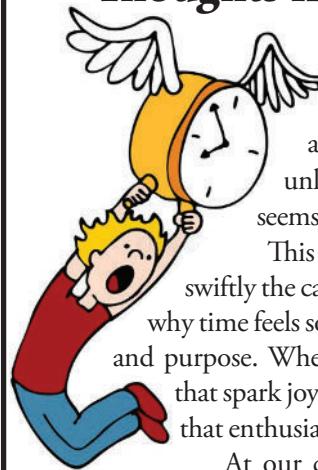
Trivia Quiz: All About August!

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August Offers!

Thoughts from Richard Steed



Can you believe it's already August 2024? The concept of "dog days" brings to mind images of languid afternoons under the summer sun. But, unlike those sluggish summer days, time seems to be racing past us at lightning speed!

This year, I find myself marveling at how swiftly the calendar pages have turned. As I ponder why time feels so fleeting, I realize it's all about passion and purpose. When we immerse ourselves in activities that spark joy and work alongside people who share that enthusiasm, time feels like it's on fast-forward.

At our company, we've mastered the art of managing your information with flair and finesse. While some might consider managing files, records, and data storage as a tedious task, I beg to differ. The meticulous organization of your essential information assets is what keeps me excited day after day.

The thrill of transforming chaos into order, whether through neatly organized files or securely shredded documents, is my passion. Knowing that you trust us with your critical information fills me with immense pride and motivation. Our team takes this responsibility to heart, and we are dedicated to safeguarding your assets with the utmost care.

Our office buzzes with camaraderie and excitement as we tackle each task with creativity and teamwork. It's this positive work environment that makes the days fly by like a summer breeze. If our office life were a sitcom, we might call it "The Great Information Adventure"—filled with laughter, teamwork, and success stories.

So, as we embrace the rest of August, let's celebrate the passion that propels us forward. Whether we're organizing files, managing data, or tackling new challenges, we're committed to providing you with exceptional service and support. We hope that our dedication inspires you to love what you do and find joy in every moment of your workday.

Here's to making the most of the dog days of summer and finding excitement in every task we undertake. After all, when you love what you do, time doesn't just fly—it soars!

Happy August!

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 August!

Clean Your Indoor Air

Have you noticed that the air in your home is not as clean and fresh as it should be? These tips will help you breathe easier.

- When cooking or cleaning, keep your windows open as much as possible.
- When cooking on the top of the stove, cover pots and pans especially when frying. Use the ventilating fan under the hood of the stove when cooking.
- Use the bathroom exhaust fan or open a bathroom window when steam is present.
- Make sure your vacuum cleaner is working properly and does not blow dust back into the room. Change vacuum cleaner bags frequently.
- Use doormats at each entrance to your home to collect dirt and dust before it enters your home.
- Dust your home regularly and clean large flat surfaces several times a year.
- Vacuum and sweep regularly.
- Clean and change the filters on any humidifiers or air-filtration systems regularly.
- Wash all bedding in hot water weekly.
- Use non-toxic cleaning products and don't mix different types of cleaning solutions together.
- Place some houseplants in your home. They remove toxins from the air.
- Don't smoke inside your home.

Elderly Drivers Concerns

While many worry about elderly drivers, age alone doesn't determine driving ability. More crucial are medical conditions that can impair driving, which become more common as people age. According to the Insurance Institute for Highway Safety, older drivers have higher rates of fatal crashes, partly due to their increased vulnerability in accidents.

Concerns are particularly valid for elderly drivers with conditions like dementia. In such cases, families might face the difficult decision of revoking driving privileges, which can be an emotional challenge for everyone involved. Most states do not mandate special driving tests for seniors, so adult children often shoulder this responsibility, sometimes with support from the parent's physician.

Open communication before problems arise is vital. Discussing future driving abilities with an elderly parent can help set expectations. Regularly assess their driving skills by accompanying them on trips, and create a plan that balances independence with safety. Explore transportation alternatives, such as public transit or ride-sharing, before they are needed. Start these conversations early to ensure preparedness and avoid sudden disruptions in independence.

August Holidays and Events

Daily Observances:

- 1: National Girlfriends Day
- 1-7: National Simplify Your Life Week
- 2: National Coloring Book Day
- 3: National Watermelon Day
- 4: Coast Guard Day
- 4-10: National Farmers' Market Week
- 5: National Underwear Day
- 6: National Fresh Breath Day
- 7: Purple Heart Day
- 8: International Cat Day
- 9: National Book Lovers Day
- 10: National Lazy Day
- 11: National Sons and Daughters Day
- 12: International Youth Day
- 13: Left-Handers Day
- 14: National Creamsicle Day
- 15: Relaxation Day
- 16: National Tell a Joke Day
- 17: National Thrift Shop Day
- 18: Bad Poetry Day
- 18-24: National Aviation Week
- 19: World Humanitarian Day
- 20: National Radio Day
- 21: Senior Citizens Day
- 22: National Tooth Fairy Day
- 24: National Waffle Day
- 25: National Banana Split Day
- 25-31: Be Kind to Humankind Week
- 26: National Dog Day
- 27: Just Because Day
- 28: Dream Day Quest and Jubilee
- 29: More Herbs, Less Salt Day
- 30: National Beach Day
- 31: Eat Outside Day

Monthly Observances:

- National Family Fun Month
- National Inventors Month
- National Water Quality Month
- National Peach Month
- National Picnic Month
- National Catfish Month
- National Eye Exam Month
- National Romance Awareness Month
- National Sandwich Month
- National Brownies at Brunch Month
- National Goat Cheese Month
- National Panini Month
- National Golf Month

PacBlog

What Is a "Shred-Everything" Policy?

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

<https://pacificshredding.com/what-is-a-shred-everything-policy/>

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 the name of one lucky winner.

Here is this month's challenge:

What is smarter than a talking monkey?

Last Month's Answer to:

*Why did the apple go out with a fig?
Because it couldn't find a date!*

Last month's Winner:

MICHELLE DURHAM
** CONGRATULATIONS **

Email your answer to info@pacific-records.com

Trivia Quiz: All About August!

1. August is the eighth month of the year in the Gregorian calendar. What is the origin of the name "August"?
2. What summer event, often associated with outdoor activities and relaxation, is widely celebrated in many countries on the first Monday of August?
3. The Perseid meteor shower, known for its bright and fast meteors, peaks in August. What is the origin of the name "Perseid"?
4. August 15th is celebrated as the Feast of the Assumption in many Christian traditions. What does this day commemorate?
5. In many parts of the world, August is associated with the peak of what seasonal weather pattern, known for its high temperatures and sunny days?
6. Which famous English author, known for his detective stories featuring Sherlock Holmes, was born on August 22nd, 1859?
7. August is often associated with the harvest of which popular summer fruit that comes in various colors and varieties, including red, green, and purple?
8. On August 9th, 1945, the city of Nagasaki was bombed during World War II. What was the name of the bomb dropped on this city?
9. What famous festival, known for its large-scale art installations and performances, takes place annually in the Black Rock Desert of Nevada, USA, in late August?
10. What is the zodiac sign for those born for most of August?

Answers on Back Page!



"You need to reread the guidelines for disciplinary best practices!"

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Best Practices for Digitizing Business Documents

Raise your hand if you're one of those people still holding a paper ticket at the theater or the airport boarding gate. Don't feel embarrassed; I have my hand up, too. I might be proud that my ticket at least has a QR code, but I haven't completely embraced the idea of relying on my phone for digital passes or tickets. It's more about trusting my phone than resisting digitization, even though I fully support this cultural shift. Choosing between a paper or digital ticket is one thing, but transferring your existing paper documents to digital is a whole different ball game. Here are a few best practices to guide you through the process of digitizing your business documents.

What Should Be Digitized

You have the option to scan and store all your documents, but that might not be necessary and could be expensive. Here's how to decide what to digitize:

- **Upcoming Retention Dates:** Focus on documents that will soon reach their retention dates since they'll be destroyed anyway.
- **Active Documents:** Start with documents you need to access regularly. Moving these to digital allows you to destroy or move the physical copies off-site, freeing up valuable space.
- **Historical and Infrequent Documents:** Irreplaceable historical documents should be backed up digitally. For less frequently used documents, consider storing them off-site with a records management company that offers scan-on-demand services.

While you can scan documents in-house, it can be time-consuming. Using a third-party digitizing service can save you time and money, ensuring your documents are scanned at the correct size and DPI to meet your needs.

How Should They Be Indexed?

Indexing is crucial for finding and identifying documents in your system. There are many ways to label files, but the key is to choose one system and train your staff to stick with it. Properly indexed files make working with and retrieving them efficient and effective.

Who Needs Access to Them

One major benefit of digitizing files is the ease and speed of sharing them. If many staff members need access, securely storing documents digitally makes sharing simpler. You can control access, limiting permissions as necessary.

What to Do with the Originals

In most cases, a digital copy of a document is just as compliant as the paper version. However, it's essential to research the requirements for your business and region. Some documents must remain in their original form, as digital copies cannot replace them legally. Digital copies provide backups and reference materials. As retention dates arrive, you can destroy the paper versions.

Digitizing documents helps preserve them, improves access efficiency, and saves space. Increase your efficiency by partnering with a company that offers combined scanning, shredding, and records management services.

Making a Clean Break

There is never a better time to give your belongings a good going-over than when you are moving. Packing and unpacking can be a big hassle, but this process is a perfect opportunity to get rid of the clutter and unwanted items in your life. So, the first step when getting ready to pack should be a thorough house cleaning.

Go through every room of your home and discard any broken items. If it can be fixed, either fix it yourself or take it to a repair shop. If it cannot be fixed or is too expensive to repair, simply toss it. Next, remove all those items you don't want or don't use anymore. You can give them to friends or a charitable organization, or you may decide to have a garage sale to raise some extra cash for all those moving expenses. Another option is to haul your things to a consignment shop. This is an especially wise move for any big ticket items you may have, like stereo equipment, exercise gear, designer clothing, or sporting equipment.

Remember that hazardous wastes, including motor oil, leftover paint, batteries, and some household and lawn chemicals, must be disposed of properly. Most communities have designated drop-off facilities for such wastes.

Trivia Quiz Answers:

1.) Named after Augustus Caesar, the Roman emperor 2.) Summer Bank Holiday or Civic Holiday 3.) Named after the constellation Perseus, from which the meteors appear to originate 4.) The assumption of the Virgin Mary into heaven 5.) Peak summer heat or high summer 6.) Sir Arthur Conan Doyle 7.) Grapes 8.) Fat Man 9.) Burning Man 10.) Leo

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