

## DECEMBER SERVICE AWARDS

*Celebrating Pacific Employee Anniversaries*

**24 YEARS**

Greg Tudor

**6 YEARS**

Jesus Beltran

**3 YEARS**

Key Thao

### *Green Living:*

Many household contaminants are brought into your home on the bottom of your shoes. To reduce these harmful substances in your home, you should have good, durable mats at all entrances of your home. Encourage your children and guests to wipe their feet well before entering your home. You can also place cotton rugs inside your doors to collect dust from the outside. Don't forget the door to your garage as well. For even better protection, consider becoming a shoe-free household. You can set up an area near the entrance of your home for shoe storage.

### What's Inside This Month?

*Thoughts from Richard Steed*

*Six Ways to Eliminate Office Clutter*

*Scams Targeting Seniors*

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

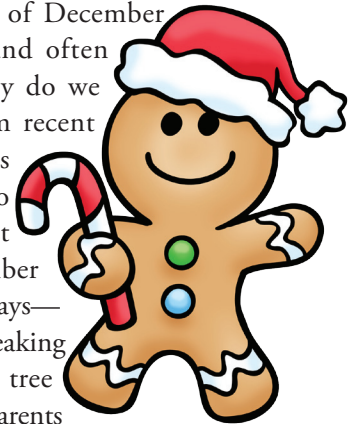
*Protecting Your Identity During the Holidays*

*Gift Wrapping 101*

*December Offers!*

### *Thoughts from Richard Steed*

For many of us, the month of December conjures sweet memories, and often an air of nostalgia. Not only do we readily recall highlights from recent Decembers past, but memories from Decembers of decades ago also come easily to mind. Most of us can even recall December moments from our toddler days—perched on Santa's lap, or sneaking a peek under the Christmas tree when we naively believed our parents would never know.



These vivid recollections can likely be attributed to the bigger-than-life atmosphere of the festivities surrounding the holidays. It's hard to forget Aunt Martha's 3-dimensional glow-in-the-dark reindeer sweatsuit, after all (no matter how hard we try). Toss in the fragrant fun of family members attempting to coral their tree, or the nightly lighting of the menorah, and it's as if you're right back there.

Don't forget those delectable scents of gingerbread, and the lure of crispy latkes tugging for our attention. Scientists say the sense of smell is most powerfully linked to recall, but whatever the reason, each of us has a lifetime of December's sweetness stored securely in our memories.

And speaking for storing things securely . . . you know we got you covered! You've got better things to do this month than to worry about the safety of your company's critical information assets. That's what we're here for! We've got your data stored as safely and securely as those sweet December moments stored in your mind's eye. We wish you a season packed with warmth, love, laughter, and a plethora of wonderful new moments for you to look back on next year, and for many Decembers to come.

*Richard*



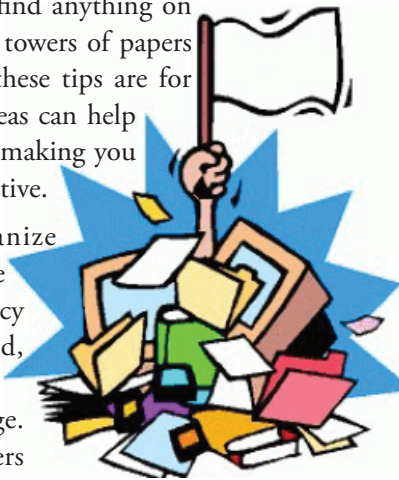
*Merry  
Christmas!*

## 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 December!

## Six Ways to Eliminate Office Clutter

If you find that you can't find anything on your desktop, or that your towers of papers are about to topple over, these tips are for you. Using these simple ideas can help cut down on office clutter, making you more organized and productive.



1. Clean out and organize your office files. File cabinets have a tendency to become overstuffed, making finding your documents a challenge. Purge your file drawers of old, unused files and of documents that no longer need to be kept.
2. Clear your desk of unused items. Knick-knacks, old letterhead, extra coffee cups, and any other items you don't need for the day-to-day work you do should be removed or placed into a supply cabinet.
3. Throw away outdated reading material. It's easy to hold onto magazines, trade journals, newspapers, and sales material, hoping that you will one day have time to read them. However, most of the time, they just end up taking up precious space on your desk. Either toss them altogether, or organize them in storage boxes on a shelf.
4. If your desk is consumed by your computer monitor, try moving it. Place it on a computer stand to give you space underneath for storage. Even better, consider upgrading your monitor to a slimmer flat LCD screen, which takes up a third of the space of a traditional monitor.
5. Mount shelving near your desk to allow you to place items from your desk out of the way but still within reach. Space under your desk can be utilized with a file cabinet or other storage unit.
6. If you have multiple pieces of office equipment, such as a fax machine, printer, and scanner, consider investing in a multifunction unit that can handle all of these tasks with much less space needed.

### ***This Month in History***

December 1, 1878

*A telephone is installed in the White House for the first time.*

## December Holidays and Events

### Daily Observances:

- 1 World AIDS Day
- 1-7 Cookie Cutter Week
- 2 Special Education Day
- 2 International Day for the Abolition of Slavery
- 3 International Day of Persons with Disabilities
- 4 National Dice Day
- 6 National Miner's Day
- 6 National Pawnbrokers Day
- 7 National Pearl Harbor Remembrance Day
- 7 International Civil Aviation Day
- 9 National Salesperson's Day
- 10 Human Rights Day
- 10 International Shareware Day
- 10 National Day of the Horse
- 10-17 Human Rights Week
- 11 International Mountain Day
- 15 Bill of Rights Day
- 15 Cat Herders Day
- 16 Underdog Day
- 17 Wright Brothers Day
- 18 International Migrants Day
- 18-24 Gluten-Free Baking Week
- 20 International Human Solidarity Day
- 21 First Day of Winter
- 21 Humbug Day
- 22 National Haiku Poetry Day
- 22 Forefathers' Day
- 24 Christmas Eve
- 25 Christmas
- 26 Boxing Day
- 26 National Thank You Note Day
- 26 National Whiner's Day
- 29 Tick Tock Day
- 30 Bacon Day
- 30 No Interruptions Day
- 31 Make Up Your Mind Day
- 31 New Year's Eve

### Monthly Observances:

- Bingo's Birthday Month
- National Drunk and Drugged Driving Prevention Month
- National Write a Business Plan Month
- Safe Toys and Gifts Month
- Spiritual Literacy Month
- Worldwide Food Service Safety Month

*Our hearts grow tender with childhood memories and love of kindred, and we are better throughout the year for having, in spirit, become a child again at Christmastime.*

— Laura Ingalls Wilder

## PacBlog

### How to Avoid Costly Document Restoration

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/how-to-avoid-costly-document-restoration>

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:

Where do snowmen go to dance?

**Last Month's Answer to:**

*What do old spirits do when they retire?*

**They move to a ghost town!**

**Last month's Winner:**

**DAN GUERRA**

**DIRECTOR**

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

## Scams Targeting Seniors

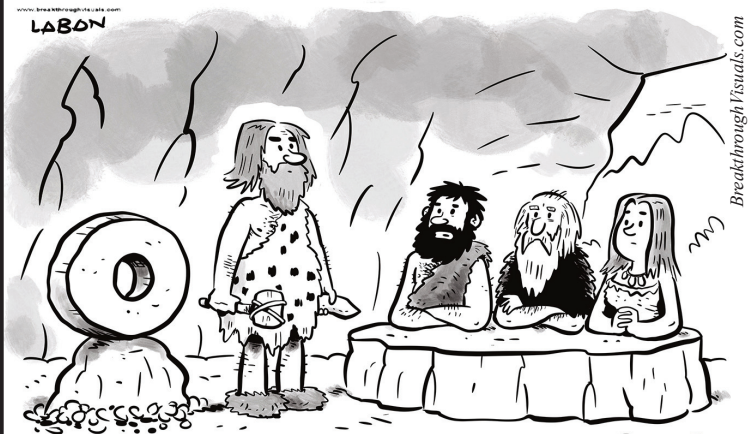
Seniors are often contacted by companies or individuals offering services and support. While many of these are legitimate, it is important to be aware of scams targeting seniors. Many of these scammers call themselves "senior specialists." They claim expertise in providing financial services to those 55 years and older. Often they will offer seminars where they review seniors' assets and suggest alternatives to the investments currently held by those individuals.

If you or a loved one is approached by a "senior specialist," be cautious. Ask to see their credentials or license. You should also never make an investment decision if you feel pressured to act quickly. Always review paperwork before signing anything. If you are unsure of the legitimacy of the person or company that contacted you, get a second opinion from a trusted financial advisor. If you have any doubt, be sure to contact the Better Business Bureau. They can tell you if there have been complaints against the company.

Finally, if you are having difficulty understanding your financial situation, get the assistance of a trusted friend or family member. Have them review all of your information and help you keep track of your assets, investments, and accounts.

*"The family. We were a strange little band of characters trudging through life sharing diseases and toothpaste, coveting one another's desserts, hiding shampoo, borrowing money, locking each other out of our rooms, inflicting pain and kissing to heal it in the same instant, loving, laughing, defending, and trying to figure out the common thread that bound us all together."*

— Erma Bombeck



"We like the concept, but marketing thinks it would sell better if it weren't so round-looking."

**3 months FREE secure Destruction service**

Get 3 months of free Secure Destruction service when you sign up for a new Secure Destruction account with a one-year agreement. Just mention this coupon! Email [info@pacific-records.com](mailto:info@pacific-records.com) for more information.



# Protecting Your Identity During the Holidays

Does UPS or Amazon stop at your home on a daily basis? Are you on a first-name basis with the driver? Online ordering and package delivery has soared since COVID began, and online retail sales have increased 39% since the beginning of COVID adding \$105 billion to US ecommerce in 2020.

I'm an online Christmas shopper. Should I be proud to share that, or embarrassed? As the desire and need to do Christmas shopping online increases, here are a few things to consider to protect your identity:

**Use safe and secure shopping sites.** When the URL begins with "https" and an icon of a locked padlock left of the URL appears, that's a great start to ensure the webpage you are on is secure.

**Don't click on links in promotional emails** with altered or strange URLs. If you hover your cursor over words that contain links, the URL will appear, usually at the bottom of the window you're in or as a pop-up. Be cautious of the URL address and spelling before clicking. When in doubt, go directly to the website rather than clicking the email link. You don't want the unwanted surprise gift of a virus!

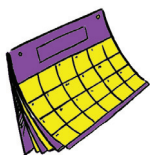
**Ensure your network is secure.** Use a Virtual Private Network (VPN) when shopping on a public WiFi connection. Your personal information is accessible through your phone or computer, so utilize strong passwords that contain numbers, letters and symbols.

**Use social networking wisely** by not divulging personal information like children's names, addresses, or where you are or will be over the holidays.

**Use identity protection tools** that offers an extra layer of protection as a consumer.

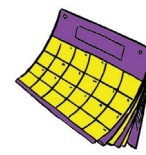
**Watch for skimming devices** attached to card readers or ATMs that could steal your financial data. Be aware of those around you as you use these devices. Someone could be recording your card number and PIN as you enter it.

The holidays are a wonderful time to celebrate, relax and enjoy each other's company, but they can also make you an easier target for identity theft. Celebrate, but stay alert and your holidays will be an enjoyable and positively memorable experience.



## The 2022 calendars are in!

Please email us if you didn't get yours and would like one, or if you would like some for your office: [info@pacific-records.com](mailto:info@pacific-records.com)



## Gift Wrapping 101

Shopping for gifts can be an enjoyable activity, but wrapping them all is another story. Figuring out how to wrap all of your gifts, especially odd-shaped or large gifts, can be a holiday hassle. Before you pull out the paper, tape, and bows, read through these tips to make gift wrapping as easy as possible.

Have all of your supplies in one place. Keep a good stock of tape, ribbons, gift bags, tags, tissue paper, and bows. Purchase a new pair of scissors to leave with your gift wrapping supplies, to save you the chore of hunting down scissors each time you need to wrap a present.

Purchase a good container to hold all of your gift wrapping supplies. A long rectangular plastic container that can fit under a bed is a good solution. Fill it with supplies you can purchase at a discount during the after holiday sales. Then next year, you will not be hunting for materials or having to pay full price.

To avoid those instances when you've cut paper and find that it doesn't quite fit around the box, measure it before you cut. You don't have to pull out the measuring tape, however. Just keep a long piece of string handy and wrap it around your box first. Overlap the ends an inch or two and then use this length to measure the correct amount of wrapping paper.

Wrapping oddly shaped or large gifts can be vexing. Gift bags come in all sizes from very small to very large and can accommodate those items that are difficult to wrap. Other gifts may not fit into a gift bag. These require creativity to successfully wrap. Plastic storage boxes, tablecloths, sheets, blankets, or decorative garbage cans can be use to hold gifts and end up becoming additional gifts in themselves. Long, skinny gifts can be contained in dryer vent tubing that can be purchased at your local home improvement center.

If your gift is particularly large, like a bicycle, you can often get an oversized refrigerator, oven, or dishwasher box from an appliance store. Remove one end of the box, gift wrap the box, and then simply place the box over the gift. Rather than unwrapping the gift, your recipient will lift the box to reveal the present.

NEWS You Can Use is a free monthly newsletter from your friends at  
Stockton (209) 320-7771 • Sacramento (916) 649-7360 • Fresno (559) 475-7892  
Modesto (209) 343-4630 • Napa/Solano County (888) 893-6054

**PACIFIC**  
SINCE 1856  
RECORDS MANAGEMENT  
[www.pacific-records.com](http://www.pacific-records.com)