

**DECEMBER SERVICE  
AWARDS**

*Celebrating Pacific Employee Anniversaries*

**27 YEARS**

Gregory Tudor

**5 YEARS**

Clint Vandegrift

***Green Living:***

***Have an Eco-Friendly Christmas!***

This holiday season why not make your celebrations greener? Skip plastic ornaments and tinsel in favor of natural materials like pinecones, dried orange slices, and evergreen branches.

When it comes to gift wrapping, think outside the (gift) box! Instead of buying new wrapping paper, reuse materials like newspapers, fabric, or brown paper bags. Add a personal touch with twine and sprigs of greenery.

Consider giving experiences instead of physical gifts—tickets to a show, a membership to a local nature preserve, or a homemade coupon for babysitting can mean more than something wrapped in a box.

Use LED lights for decorating and turn them off when you're not enjoying them. If you have a real Christmas tree, don't toss it after the holidays—find out if your community has a recycling program for trees to turn them into mulch.

Small changes can make a big difference. This year, celebrate a Christmas that's merry, bright, and green!

**What's Inside This Month?**

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***Thoughts from Richard Steed***



Ah, the Christmas season—my favorite time of year! The lights twinkle, the cocoa flows, and, if I'm being honest, it feels a lot like what we do here at Pacific Records. Surprised? Let me explain.

Just like untangling those holiday lights, managing your records can seem overwhelming at first. You start with good intentions,

but before long, you're staring at a spaghetti-like tangle of files, emails, and compliance obligations. That's where we come in.

Think of us as Santa's elves for your information assets. We take the chaos and turn it into a sparkling display of order. Need quick access to last year's invoices or proof of compliance for an audit? We've got you covered—faster than you can say, "Deck the halls!"

And speaking of audits, doesn't it remind you of wrapping gifts for your picky cousin? Just like ensuring the perfect fit for every box, we make sure your data is perfectly classified, archived, or shredded—depending on what's needed to keep things merry and bright.

Then there's the joy of giving. Christmas is all about sharing, and we excel at that too! Whether it's secure file sharing or retrieving a record from deep storage, we help deliver your information just where it needs to go.

But let's not forget the most magical part of the season: anticipation. Just like you trust Santa to deliver exactly what's on your wish list, you can trust us to handle your records with care and precision. Whether it's ensuring your compliance checklist is checked twice or safeguarding your sensitive data like a cherished heirloom ornament, we're here to make sure everything is right where it should be.

This holiday season, I'm reminded how much I love what we do. We don't just manage records; we give our clients the gift of peace of mind. After all, isn't that what Christmas is all about?

So as you enjoy the festivities, remember: when it comes to your records, we're here to make your days merry and bright—all year long.  
Merry Christmas!

*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 December!**

## Helping Seniors Enjoy the Holidays



The holiday season is a time of joy, togetherness, and celebration, but for some seniors, it can bring unique challenges. Health issues, memory struggles, or fatigue can make this time of year feel overwhelming instead of festive.

However, with a little

extra care and thoughtful preparation, you can help ensure the holidays are a time of warmth and connection for everyone.

For seniors with memory issues, the holidays offer a wonderful opportunity to take a walk down memory lane. This can be especially comforting for those experiencing short-term memory loss who still cherish memories from years past. Bringing the family together creates the perfect setting to relive cherished moments. Dust off old photo albums, screen family videos, or even listen to music from their youth. Sharing these moments not only brightens a senior's day but also allows younger family members to connect with family history in a meaningful way.

Seniors often tire more easily than others, especially during the hustle and bustle of the holidays. It's important to recognize signs of fatigue, such as mood changes, quiet withdrawal, or a loss of energy. To keep the festivities enjoyable, plan for downtime during the day. This could be a holiday-themed movie, a cozy nap, or simply some quiet time away from the crowd. These breaks aren't just for seniors—many family members will appreciate the chance to relax and recharge before diving back into the fun.

Preparation is key to a stress-free holiday season. Take time a day or two before gatherings to help your loved one finish gift shopping, wrap presents, write holiday cards, or pick out their outfits for the occasion. This not only minimizes last-minute rushing but also offers a chance for meaningful one-on-one moments before the whirlwind of parties begins.

Be mindful of health concerns, too. Keep an eye on how medications might interact with holiday beverages. Alcohol, even in small amounts, can have unexpected effects when combined with certain prescriptions. A simple conversation about what's being served can ensure everyone stays safe while enjoying the celebration.

The challenges seniors face during the holidays are real but manageable. By staying attuned to their needs and planning with care, you can make this season a time of comfort, joy, and lasting memories for all generations.

## December Holidays and Events

### Daily Observances:

- 1: World AIDS Day
- 2: National Mutt Day
- 3: International Day of Persons with Disabilities
- 4: National Cookie Day
- 5: International Volunteer Day
- 6: St. Nicholas Day
- 7: Pearl Harbor Remembrance Day
- 8: National Brownie Day
- 9: Christmas Card Day
- 10: Human Rights Day
- 11: National Noodle Ring Day
- 12: Poinsettia Day
- 13: Ice Cream Day
- 14: Monkey Day
- 15: Bill of Rights Day
- 16: National Chocolate-covered Anything Day
- 17: Wright Brothers Day
- 18: National Answer the Phone Like Buddy the Elf Day
- 19: National Ugly Christmas Sweater Day
- 20: International Human Solidarity Day
- 21: Crossword Puzzle Day
- 22: National Date Nut Bread Day
- 23: Festivus
- 24: Christmas Eve
- 25: Christmas Day**
- 26: National Candy Cane Day
- 27: Make Cut-out Snowflakes Day
- 28: National Chocolate Day
- 29: Tick Tock Day
- 30: Bacon Day
- 31: New Year's Eve

### Monthly Observances:

- National Human Rights Month
- National Write a Business Plan Month
- National Impaired Driving Prevention Month
- National Fruitcake Month
- National Eggnog Month
- National Tie Month
- National Safe Toys and Gifts Month
- National Bingo Month
- National Learn a Foreign Language Month
- National Roots Day
- National Read a New Book Month
- National Write to a Friend Month
- National Craft Month
- National Write a Letter to Santa Month
- National Hot Cocoa Month
- National Write a Thank-You Note Month

## PacBlog

### Consumer Data Protection Laws: How Does California Rank in Protecting Your Personal Information?

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/consumer-data-protection-laws-how-does-california-rank-in-protecting-your-personal-information/>

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 did Adam say on the night before Christmas?

**Last Month's Answer to:**

*Sweet or savory, I sit in a crust;  
cut too soon, and I'm a bust—what am I?*

**Pumpkin Pie**

**Last month's Winner:**

**JANESSA MALOUGH**  
**\*\* CONGRATULATIONS \*\***

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

## Trivia Quiz: All About December!

1. December is the twelfth month of the year. What does its name mean in Latin?
2. Which famous song begins with the lyrics, "Dashing through the snow, in a one-horse open sleigh"?
3. In the Northern Hemisphere, what astronomical event marks the shortest day of the year in December?
4. What two zodiac signs are associated with December?
5. What traditional holiday plant is known for its bright red berries and spiky green leaves?
6. Which country is credited with starting the tradition of decorating Christmas trees?
7. Hanukkah, celebrated in December, is also known by what name?
8. What beloved December drink is made from milk, cream, sugar, and whipped eggs, often spiced with nutmeg or cinnamon?
9. Which famous author, who wrote A Christmas Carol, is often associated with the holiday season?
10. On New Year's Eve, which famous U.S. landmark drops a ball to signal the start of the new year?

## Trivia Quiz Answers

in New York City.  
(1) "Ten," as it was the tenth month in the Roman calendar. (2) "Jingle Bells."  
(3) The Winter Solstice. (4) Sagittarius and Capricorn. (5) Holly. (6) Germany.  
(7) The Festival of Lights. (8) Eggnog. (9) Charles Dickens. (10) Times Square



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# ***Benefits of Document Imaging for Small Businesses***

Small businesses, as defined by the Small Business Administration (SBA), are independent enterprises with fewer than 500 employees. Together, they represent 99.9% of all businesses in the United States, a remarkable testament to their collective power in our economy. Your business is a critical part of this landscape, contributing significantly to local communities and the economy. While small businesses are resilient and resourceful, staying efficient and cost-effective is essential for long-term success. One way to enhance your operational efficiency is through document imaging. This technology can streamline your processes and improve productivity in several impactful ways. Here are the top benefits:

## **1. Save Space**

Physical documents take up a lot of valuable office space, which can be both costly and impractical. By converting paper documents into digital files, you can reclaim and repurpose your workspace. Imagine using that freed-up space for new workstations, meeting areas, or creative spaces for your team. For businesses in urban settings, where real estate is a premium, the savings can be substantial. Transitioning to digital records is a smart way to reduce clutter and make better use of your office layout.

## **2. Improve Organization**

Document imaging offers a structured and efficient digital filing system. By categorizing, tagging, and organizing your digital files, employees can quickly locate essential documents without the hassle of sifting through piles of paper. This results in time savings, reduces frustration, and boosts overall workflow. With just a few clicks, team members can retrieve information in seconds—eliminating the guesswork of where something is stored.

## **3. Increase Security**

Digital documents can be protected with robust security measures such as passwords, encryption, and access controls, keeping sensitive information safer than ever. Regular data backups further protect against potential losses from hardware failure or cyber threats. Physical files, on the other hand, are more vulnerable to theft, misplacement, and natural disasters. With document imaging, your information remains accessible yet secure, giving you and your clients peace of mind.

## **4. Increase Accessibility**

Digital files stored on secure servers or cloud platforms are accessible from any internet-connected device, making remote work easier and enhancing team collaboration. Employees can access documents in real time, from virtually anywhere, which is vital in today's work-from-anywhere environment. This level of accessibility ensures productivity remains high, whether team members are working from home, traveling, or meeting clients off-site.

## **5. Reduce Costs**

Digitizing documents can yield significant cost savings for your business. Reducing expenses related to paper, printing, storage, and mailing lowers your operational costs. Labor costs can also be minimized by reducing the time spent on document handling and retrieval. Digital files, especially those made searchable with Optical Character Recognition (OCR) technology, allow employees to find what they need quickly, improving both efficiency and customer service response times.

## **6. Improve Compliance**

Many industries are subject to regulations requiring proper document management and retention. Document imaging helps ensure compliance by organizing records in a way that makes them easily accessible and auditable. Having a well-organized digital record system also reduces the risk of penalties and enhances your business's reputation by demonstrating commitment to regulatory standards.

## **7. Protect the Environment**

Reducing paper use aligns your business with sustainable practices, benefiting the environment and appealing to eco-conscious customers. By using less paper, you're directly reducing your carbon footprint, which is an excellent way to demonstrate social responsibility. This green approach is not only good for the planet but can enhance your brand image, making your business more appealing to a growing base of environmentally aware consumers.

## **8. Enhance Disaster Recovery**

Physical documents are susceptible to damage from disasters like floods or fires. Digital files, however, can be stored securely off-site or in the cloud, ensuring crucial information is preserved even in worst-case scenarios. Document imaging provides a reliable backup, enabling your business to recover faster and maintain continuity even when unexpected events strike.

## **9. Improve Scalability**

As your business grows, so does the volume of paperwork. Document imaging solutions are highly scalable, accommodating increasing document loads without the need for extra physical storage. This scalability is essential for growth-minded businesses, allowing you to expand your document management capabilities without investing in additional infrastructure.

## **10. Increase Automation**

Document imaging can be integrated with other business systems, allowing for automated workflows that save time and reduce manual errors. For example, scanned invoices can be processed and entered into your accounting software automatically, freeing your staff for more strategic tasks. This automation improves accuracy and speeds up administrative processes, helping your team focus on high-value activities.

Document imaging can be a game-changer for your business, delivering cost savings, improved efficiency, and enhanced security. Even if you have a substantial backlog of files to scan, professional document imaging services can help. They offer bulk scanning options to meet your needs, providing digital files of the right size and quality. Transform your document management process and take the next step toward a more efficient, organized, and future-ready business.

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