

## DECEMBER SERVICE AWARDS

*Celebrating Pacific Employee Anniversaries*

### 40 YEARS

Richard Steed

### 28 YEARS

Gregory Tudor

### 6 YEARS

Baljeet Singh  
Clint Vandegrift

## Quick Tips: Travel!

Dreaming of a European vacation? Well, this winter may be the perfect time to go! Airfares from now through February are often 15–25% lower than peak summer prices.

And Europe is less crowded now, too. Major museums, historic landmarks, and famous streets that are jammed in July become pleasantly accessible in December. Shorter lines, easier restaurant reservations, and less-crowded public transit make it easier to experience cities like Paris, Rome, Prague, or Lisbon on your own schedule. Holiday markets, winter festivals, and seasonal foods add another layer of charm you won't find in summer.

## What's Inside This Month?

*Thoughts from Richard Steed*

*6 Tips for a Debt-Free Holiday*

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

*Trivia Quiz: All About December!*

*Common Document Scanning*

*Mistakes to Avoid*

*Go Green In December*

*December Offers!*

## Thoughts from

December is a month that seems to glow from the inside out.

Lights appear on houses overnight, cookies somehow materialize in every break room, and even the most hurried people

soften just a little. It's a time when

the world feels both festive and reflective, as though we're all trying to fit in one last bit of wonder before the year slips away.

But December has a way of getting ahead of us, too. The calendar fills faster than the driveway during a snowstorm, and every plan somehow requires three more steps than expected. Still, amid the bustle, there's something undeniably charming about the season—its warmth, its rituals, and the pause it invites as the year comes to a close.

One of my favorite things about December is the way traditions anchor us. Some are big, like family gatherings or annual outings, while others are wonderfully small: a particular ornament, a favorite song, a recipe passed down and slightly improved (or accidentally worsened) each year. These things remind us where we've been and who we've shared our days with.

And if we're being honest, December is also a great time for taking stock—of cupboards, closets, calendars, and yes, even all the little odds and ends we meant to get to back in July. There's comfort in setting things in order before the new year rolls in, making room for whatever the next twelve months bring.

It's no different in the world of records. As the year ends, organizations everywhere take a moment to tidy up—closing out old projects, organizing what's important, and giving outdated files the gentle nudge toward retirement they've earned. It's our own quiet version of hanging lights and sweeping the porch, making sure everything is ready for a fresh start.

So here's to December: the month of twinkling lights, warm drinks, grateful hearts, and a bit of well-timed tidying. May it bring you peace, laughter, and the perfect excuse to slow down and savor the closing chapters of the year.

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!

## 6 Tips for a Debt-Free Holiday

Overspending on holiday shopping remains one of the most common budgeting mistakes people make. Instead of entering January with a spending hangover, use these tips to keep your holiday budget under control.

### 1. Make a list

It seems obvious, but start with a list of everyone you plan to buy gifts for—and make sure each person truly belongs on it. It doesn't always make sense to send gifts to distant relatives you haven't seen in years or colleagues who never exchange gifts with you. If you feel obligated, consider agreeing to do something different: share a lunch with a friend, send a few meaningful photos to a cousin, or bake homemade bread for a neighbor.

### 2. Shop early

Last-minute shopping leads to stress-driven purchases and higher shipping costs. Shopping early gives you more options, keeps you on budget, and reduces pressure. When you're in a time crunch, it's easy to overspend.

### 3. Pay with cash or a debit card

The best way to avoid holiday debt is not to create it at all. Set a realistic spending limit, withdraw that amount in cash, and take only that with you. When the cash runs out, you're done shopping. Using cash or a debit card ensures you won't face a stack of bills in January.

### 4. Use only one credit card (if you must use a card)

If you need to use credit, pick one card with solid rewards and track your purchases carefully. Paying it off right away prevents interest charges. Keep your receipts and stay within your budget. If you overspend accidentally, return the pricier items and swap them for budget-friendly alternatives.

### 5. Don't panic

If you run out of time or money, consider delaying a few gifts. With so many exchanges happening at once in December, friends and family may enjoy a thoughtful gift in early January even more. Just let them know you'll catch up with them after the holidays. The slower pace can benefit both giver and receiver.

### 6. Plan ahead for next year

If your budget feels tight this season, regroup in January and plan ahead for December 2026. Setting aside even a small amount each week helps tremendously. It also lets you pick up gifts throughout the year when you spot great deals or unique items. Store those finds for next holiday season, and you'll save both time and money.

## Trivia Quiz Answers

1) Turquoise; 2) Fraser fir; 3) Winter; 4) Gemmings; 5) Poinsettia; 6) Gingerbread; 7) Winter solstice; 8) St. Lucia's Day; 9) Candy cane; 10) Northern cardinal

## December Holidays and Events

### Daily Observances:

1-5 Cookie Exchange Week  
1 World AIDS Day  
2 Special Education Day  
2 International Day for the Abolition of Slavery  
3 Special Kids Day  
3 International Day of Persons with Disabilities  
4 International Cheetah Day  
5 World Soil Day  
5 National Salesperson's Day  
6 National Miner's Day  
6 National Pawnbrokers Day  
7 National Pearl Harbor Remembrance Day  
7 International Civil Aviation Day  
8 Pretend to Be a Time Traveler Day  
9 International Anti-Corruption Day  
9 Christmas Card Day  
10 Nobel Prize Day  
10-17 Human Rights Week  
10 Human Rights Day  
11 International Mountain Day  
12 Official Lost and Found Day  
13 Gingerbread Decorating Day  
13 International Shareware Day  
13 National Day of the Horse  
14 Monkey Day  
15 Bill of Rights Day  
15 Cat Herders Day  
16 Boston Tea Party Day  
17 Wright Brothers Day  
19 Underdog Day  
20 International Human Solidarity Day  
21 Humbug Day  
21 Winter Solstice (First Day of Winter)  
21 Crossword Puzzle Day  
24 Christmas Eve  
25-31 It's About Time Week  
25 Christmas  
26 Boxing Day  
26 First Day of Kwanzaa  
26 National Whiner's Day  
28 Pledge of Allegiance Day  
29 Tick Tock Day  
30 Falling Needles Family Fest Day  
31 Make Up Your Mind Day  
31 No Interruptions Day  
31 New Year's Eve

### Monthly Observances:

Bingo's Birthday Month  
National Impaired Driving Prevention month

## PacBlog

### Educational Institutions and Records Management: FERPA Compliance Made Simple

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/educational-institutions-and-records-management-ferpa-compliance-made-simple/>

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:

Why did the golfer bring an extra pair of pants?

**Last Month's Answer to:**

*Why couldn't the astronaut book a room on the moon?*

**Because it was full!**

**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!

As winter settles in and the year comes to a close, December brings holiday lights, long nights, and plenty of cozy traditions. Test your frosty knowledge!

1. What is December's traditional birthstone, known for its deep blue-green color?
2. What tree species is most commonly used as a Christmas tree in North America?
3. In the Northern Hemisphere, December marks the astronomical start of which season?
4. What is the name of the meteor shower that peaks around mid-December each year?
5. Which flower is traditionally associated with December and often used in holiday décor?
6. What spicy baked treat is commonly made in December and often shaped into people or houses?
7. What is the name of the shortest day of the year in December?
8. In Scandinavian tradition, what December holiday honors a girl wearing a crown of candles?
9. What popular red-and-white striped candy is widely associated with December celebrations?
10. What bird species is a common symbol of winter and frequently appears on holiday cards?

*Trivia quiz answers at the bottom of page two!*



"Oh, Spirit of Christmas Yet to Come, it is THIS vision that I most fear."

## 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.



# Common Document Scanning Mistakes to Avoid

Document scanning offers powerful benefits, from reducing paper clutter to enabling fast, searchable digital access. But to fully realize these benefits, organizations must approach scanning with strategy and care. Avoiding a few common pitfalls can make the difference between a seamless digitization process and a frustrating, expensive redo.

## 1. Ignoring File Format Needs

Many teams scan without confirming the format required for long-term use or compliance. Scanning to JPEGs might work for quick reference, but for archiving, PDF/A or TIFF may be more suitable. Start by identifying how the documents will be used. Are they for internal search, legal compliance, or client access? Choose the format that matches your need from the outset.

## 2. Skipping Quality Control

Scanning thousands of pages without checking quality is a recipe for disaster. Blurry scans, missing pages, or upside-down images can go unnoticed until it's too late. Build in checkpoints throughout the scanning process. A few minutes of quality control can prevent hours of rework.

## 3. Overlooking OCR Settings

Optical Character Recognition (OCR) turns scanned images into searchable text. But many users skip OCR entirely or use default settings that miss valuable information. For records management or compliance-heavy industries, enabling accurate OCR is essential. Calibrate OCR settings based on document type, font consistency, and language.

## 4. Disorganizing File Structures

A digital pile is still a pile. Without a clear folder structure or naming convention, scanned files quickly become unmanageable. Decide ahead of time how files will be categorized and named. Include metadata like date, department, or document type. Consistency here means faster retrieval and fewer errors later.

## 5. Not Prepping Paper First

Dust, staples, folded corners, and sticky notes all cause jams or missed pages during scanning. Taking time to prep documents, such as removing staples, flattening pages, and cleaning scanner glass, avoids mechanical issues and ensures better image clarity.

## 6. Failing to Plan for Scale

Scanning projects often start small but grow quickly. Without considering scalability, what works for 100 pages may break down at 10,000. Whether you're scanning in-house or outsourcing, think about volume, staff capacity, and storage systems. Can your workflow scale with demand?

## 7. Treating Scanning as a One-Time Project

Scanning should not be treated as a "set it and forget it" task. If your office still generates paper, consider creating a repeatable workflow or ongoing digitization plan. This keeps systems current and avoids a backlog that requires another major scanning initiative down the road.

It's important to have the proper equipment for a successful document scanning effort. But strategy, planning, and process are equally critical. Avoiding the above mistakes helps ensure your digital files are accessible, reliable, and ready to support your business for years to come.



### ***Did You Know . . . You Can Pay Online?***

Pacific customers can pay their invoices online at:  
<https://pacific-records.com/pay-your-bill>



### ***Go Green In December***

December offers plenty of chances to stay green without adding extra stress to the season. Cooler weather often means higher energy use, so checking window seals or using heavier curtains can help keep warm air inside. Holiday gatherings usually generate a lot of waste, and choosing reusable serving ware or gifting items with long lifespans can cut that down. Wrapping paper with no foil or glitter can be recycled, which keeps more out of landfills. Even small choices—like unplugging décor before bed or repurposing shipping boxes—can make the month a little more efficient and a lot less wasteful.

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  
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