

FEBRUARY SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

30 YEARS

Lori Ornellas

26 YEARS

Ellen Clare

21 YEARS

Timothy Hoskins

4 YEARS

Cesar Hernandez

3 YEARS

Marcos Diaz

Green February Tips

Cold weather makes energy use easy to overlook, so small steps—like sealing drafts, turning off unused lights, or lowering the thermostat overnight—can make a real difference. Choosing reusable items over disposables and recycling responsibly also helps cut waste.

What's Inside This Month?

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February Offers!

Thoughts from Richard Steed

February has always felt like the most honest month of the year. It doesn't pretend to be anything it's not. The days are still short, the air still sharp, and winter hasn't quite loosened its grip. And yet, there's a quiet resilience to February—a sense that we're moving forward, even if we're doing it one cold step at a time.



It's a month often associated with hearts and grand gestures, but the truth is, February is really about the smaller things. A kind word when the weather feels endless. A routine that keeps us grounded. A simple moment of warmth when we least expect it. These are the things that carry us through when motivation runs low and spring feels far away.

By now, the excitement of the new year has settled into something more realistic. The resolutions have either taken root or gently faded, replaced by habits that actually fit our lives. February reminds us that progress doesn't have to be flashy—it just has to be steady. Showing up counts. Consistency counts. Quiet effort counts.

There's also something to be said for February's emphasis on care. Not just for others, but for the systems and structures that support us every day. A little attention now can prevent much bigger problems later. Whether it's maintaining routines, checking in on long-ignored tasks, or making sure things are in proper order, this is the month where maintenance matters.

In records management, February is much the same. It's the perfect time to review, refine, and reaffirm. Information that's properly managed doesn't draw attention to itself—it simply works, day in and day out, protecting what matters and clearing away what no longer serves a purpose. Like February itself, it's dependable, understated, and essential.

So here's to February: the month of quiet strength, small victories, and steady care. It may not shout for attention, but it does important work all the same—and carries us one step closer to brighter days ahead.

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 February!

Decorating Your Home for Valentine's Day

For many people, Valentine's Day means cards and a dinner out, chocolates and flowers. Even if you plan to spend the day away from home, don't forget to decorate your living space for this warm and meaningful holiday. Adding small reminders of how much you care for your partner, family, or friends can help create an atmosphere of love and connection.

Thoughtful décor doesn't have to be elaborate or expensive—simple touches can make your home feel festive and intentional.

Paper hearts are an inexpensive and versatile decorating option. You can cut them out of red, pink, purple, and white paper, or purchase pre-made paper hearts at a craft or dollar store. String them together to create a garland for a fireplace mantel, stair railing, or doorway. You can also tape individual hearts to windows or mirrors, or write short messages on them and place them throughout your home as simple love notes.

Candles instantly add warmth and romance to any space. Choose red, pink, or white candles and place them in clear or neutral candle holders. For a festive twist, use larger glass containers or hurricane holders and partially fill them with Valentine's candy—such as jelly beans or conversation hearts—then set a pillar candle on top. Battery-operated candles are a safe alternative if you have children or pets.

Candy displays can serve as both décor and treats. Decorative apothecary jars, glass bowls, or clear vases are perfect for holding wrapped chocolates, jelly beans, or conversation hearts. Group several containers together on a kitchen counter, coffee table, or entryway console to create a cheerful focal point while keeping treats accessible.

Flowers are a classic Valentine's Day decoration. Fresh bouquets might not last as long as silk ones, but what they lack in longevity they make up for in aroma and authenticity. Use rose petals to accent a table setting and place Valentine-themed arrangements around your home in soft pinks, reds, and whites.

Small textile accents can also reinforce the theme without overwhelming your décor. Consider adding Valentine-colored throw pillows, a table runner, or cloth napkins to bring warmth and color into everyday spaces.

Decorating your home for Valentine's Day doesn't require a major investment of time or money. With a few thoughtful details, you can create a warm, loving environment that celebrates the people who matter most.

Trivia Quiz Answers

1) Ritual purification; 2) Amethyst; 3) Lyrids; 4) Emergence from hibernation; 5) Aquarius; 6) Violin; 7) Ice crystal refraction; 8) Earth's axial tilt; 9) Corn snow; 10) Leap year

February Holidays and Events

Daily Observances:

1-7 Children's Authors and Illustrators Week
2 Groundhog Day
2-6 International Networking Week
4 World Cancer Day
5 Weatherperson's Day
6 National Wear Red Day
7 Take Your Child to the Library Day
8 Man Day
8-14 Jell-O Week
9 Read in the Bathtub Day
9-15 International Flirting Week
9-15 Random Acts of Kindness Week
11 Get Out Your Guitar Day
11 National Shut-In Visitation Day
11 Satisfied Staying Single Day
13 Madly in Love with Me Day
14 Saint Valentine's Day
14 World Whale Day
15 Susan B. Anthony Day
15-21 National Pancake Week
16 Presidents' Day
17 Mardi Gras
17 Chinese New Year
21 International Mother Language Day
22-28 National Eating Disorders Awareness Week
23 Curling is Cool Day
24 Single-Tasking Day
25 Inconvenience Yourself Day
26 National Chili Day
28 National Tooth Fairy Day

Monthly Observances:

Library Lovers' Month
Spunky Old Broads Month
AMD/Low Vision Awareness Month
American Heart Month
Bake for Family Fun Month
Beat the Heat Month
Fabulous Florida Strawberry Month
International Boost Self-Esteem Month
Marfan Syndrome Awareness Month
National Bird-Feeding Month
National Cherry Month
National Mend a Broken Heart Month
National Parent Leadership Month
National Time Management Month
Plant the Seeds of Greatness Month
Return Shopping Carts to the Supermarket Month
Wise Health Care Consumer Month

PacBlog

Records Compliance Training Made Easy

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/
records-compliance-training-made-easy/](https://pacific-records.com/records-compliance-training-made-easy/)

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 a mathematician's favorite dessert?

Last Month's Answer to:

What is a pirate's favorite subject in school?
Arrrrrt!

Last month's Winner:

JANESSA MALOUGH
**** CONGRATULATIONS ****

Email your answer to info@pacific-records.com

Trivia Quiz: Winter Knowledge

Short days, lingering cold, and hints of returning light make February a month of subtle change and surprising traditions. Put your winter knowledge to the test!

1. February is named after Februa. In ancient Rome, what was the purpose of this festival?
2. What is February's traditional birthstone, long associated with clarity and calm?
3. Which meteor shower, though subtle, peaks in February and is linked to Comet Thatcher?
4. What animal behavior gives rise to the folklore behind Groundhog Day?
5. Which constellation of the zodiac spans much of February in the night sky?
6. What flower is traditionally associated with February and symbolizes faithfulness?
7. What atmospheric phenomenon causes halos to appear around the Sun or Moon during winter?
8. In the Northern Hemisphere, February's increasing daylight is primarily caused by what astronomical factor?
9. What term describes snow that has partially melted and refrozen into coarse grains?
10. What ancient calendar adjustment causes February to occasionally have 29 days?

Trivia quiz answers at the bottom of page two!



"Just because you *can* have a work meeting doesn't mean you *should*!"

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Eco-Friendly Scanning: Reducing Energy and Material Waste

In today's business environment, sustainability isn't just good ethics, it's good business. Companies across Sacramento and the greater California region are discovering that document scanning services offer a powerful opportunity to reduce their environmental footprint while improving operational efficiency.

The Hidden Environmental Cost of Paper

Most businesses don't realize the true environmental impact of their paper-based document systems. Beyond the obvious tree consumption, traditional filing systems require extensive physical storage space that demands heating, cooling, and lighting. File cabinets manufactured from steel and other materials add to the carbon footprint, while the transportation of paper records between locations generates unnecessary emissions.

Consider that a single four-drawer filing cabinet holds roughly 10,000-12,000 pages of documents. Multiply that across an entire office, and the environmental toll becomes staggering. Document scanning eliminates these physical storage requirements entirely, freeing up valuable real estate and reducing the energy needed to maintain climate-controlled storage areas.

Energy Efficiency Through Digital Transformation

Modern document scanning technology has evolved significantly in recent years. Today's professional scanners consume minimal power compared to the cumulative energy drain of maintaining physical document storage. When Pacific Records converts your paper files to digital format, we're creating convenience and helping reduce your organization's ongoing energy consumption.

Digital documents can be accessed, shared, and stored on servers that are increasingly powered by renewable energy sources. Cloud storage providers continue investing in green technology, making digital document management an environmentally responsible choice that improves over time.

Material Waste Reduction

The shift from paper to digital dramatically reduces material waste throughout your operation. Think about the lifecycle of a physical document: paper, ink, envelopes, folders, labels, and eventually shredding and recycling. Each step requires resources and generates waste.

Digital scanning breaks this cycle. Once documents are converted to electronic format, there's no need for duplicate copies, replacement folders, or additional printing. Updates and revisions happen digitally, eliminating the waste associated with outdated versions of documents.

Long-Term Sustainability Benefits

The environmental advantages of document scanning extend far beyond the initial conversion. Digital workflows reduce the need for physical transportation of documents between offices or to remote team members. Email attachments and secure digital transfers replace courier services and overnight shipping, cutting transportation-related emissions.

Digital documents also last indefinitely without degradation, unlike paper that yellows, tears, and deteriorates over time. This permanence eliminates the need for document replacement or preservation treatments that traditional records require.

Taking the First Step

Transitioning to digital document management doesn't have to happen overnight. Pacific Records works with Sacramento-area businesses to develop phased scanning projects that fit your budget and timeline. Whether you're looking to digitize recent files or tackle decades of archived records, we can create a plan that makes sense for your organization.

Ready to reduce your environmental impact while modernizing your document management? Contact Pacific Records today to learn how our professional scanning services can help your business operate more sustainably. Let's work together to build a greener future, one scanned document at a time.

The 2026 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

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