

JANUARY SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

3 YEARS

Willie McClinton

33 YEARS

Richard Steed

Quick Tips: Organizing

If you've been putting off a home organizing project, now is the time to tackle it. Many home improvement and organizing stores hold their best sales on containers and organizational products in January. Since the holidays usually mean an influx of more stuff, January is a good time to evaluate what you want to keep and what you should be getting rid of.

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

What's Inside This Month?

Thoughts from Richard Steed

Do You Have a Document Disposal Policy?

Want to Win a \$25 Amazon Gift Card?

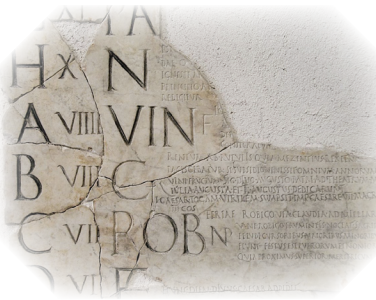
Green Living: Copier Economy

January Trivia: Tea!

How to Leave Us Google & Yelp Reviews

January Offers!

Thoughts from Richard Steed



The old Roman Calendar consisted of ten months. It began on the spring equinox in March and ended in December. What about January? They just lopped it off! They lopped off February, too. The year was only 304 days long. Those

Romans sure new how to do things! Who needs to plan for vacations? Just build them right into the calendar by leaving sixty days completely unaccounted for. Police interrogators had an automatic two-month shut down. "Where were you on the night of ????" See? It just wouldn't work.

Neither would your filing system for that matter. The manilla folders immediately after December 31st would have blank sticky labels on them. In a busy Roman office, you'd have to walk your fingers across several hundred folders before reaching March 1st again.

If you lived back then, you'd think you might have an easier time dealing with information in months that actually had names. However, nobody ever knew when a given month would begin. You had to watch the skies for the crescent moon. Then, based on its shape and orientation, you'd guesstimate how many days remained for that month . . . counting down . . . backwards!

Geesh, and if that weren't enough, every once-in-awhile, they'd make adjustments that would lop off other days of the year. In 1752, when England made the switch to the Gregorian calendar, its citizens went to bed the evening of September 2nd and woke up the morning of . . . September 14th!

Thankfully, calendars and filing systems are in better shape this century, but in a busy office things can still get out of hand. If you notice your filing system showing signs of early Roman calendar influence, then maybe it's time to give us a call?

Have a great January (now that there IS one)!

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 January!

Do You Have a Document Disposal Policy?

A health information breach that recently made the headlines reinforces the importance of having a secure document disposal policy. In November, staff at a medical facility in California mistakenly recycled a box of medical records with patient names, dates of birth and account numbers instead of shredding them. The incident occurred when an employee left the box under a desk overnight and housekeeping staff collected the box for recycling.

An effective document disposal policy outlines best practices for destroying records containing personally identifiable information (PII) or protected health information (PHI). Train your employees what to shred and why it's important. They should never leave confidential information overnight at desks or workstations. Establish a "clean desk" initiative to ensure documents and files are kept out of public view and are securely stored when not in use. Outdated and expired documents should be promptly destroyed. Your document shredding provider can support your document disposal policy by placing locked disposal bins in your facility. These secure containers reduce in-house shredding risks and help eliminate negligent document disposal habits. The contents are collected weekly, bi-weekly or monthly for secure, professional destruction. A Certificate of Destruction is issued after each destruction project for documented proof of your organization's compliance with state and federal privacy laws. A document disposal policy decreases data breach risks and protects the privacy of your customers, patients and employees.

Green Living: Copier Economy

The average office worker in the United States can use up to 10,000 pieces of copy paper each year. And gallons of ink! One easy way to reduce this usage is to print double-sided as much as possible. You can also download "economy fonts" like Ecofont at ecofont.com. These fonts look like normal type, but each letter is actually filled with tiny inkless circles. You can only see the circles when the type is large. For regular size type, you'll notice no difference except in your ink usage.

"In everyone's life, at some time, our inner fire goes out. It is then burst into flame by an encounter with another human being. We should all be thankful for those people who rekindle the inner spirit." — Albert Schweitzer

January Holidays and Events

Daily Observances:

- 1 New Year's Day
- 1 Z Day
- 4 Trivia Day
- 4 World Hypnotism Day
- 5 Twelfth Night
- 7 International Programmers Day
- 7 National Thank God It's Monday Day
- 8 Argyle Day
- 8 Show and Tell Day at Work
- 10 National Cut Your Energy Costs Day
- 14 National Clean Off Your Desk Day
- 16 Religious Freedom Day
- 17 Get to Know Your Customer Day
- 17 Kid Inventors Day
- 20 World Religion Day
- 21 Inauguration Day
- 21 Martin Luther King, Jr, Federal Holiday
- 21 National Hugging Day
- 22 Answer Your Cat's Question Day
- 22 Celebration of Life Day
- 23 National Handwriting Day
- 23 National Pie Day
- 23 Snowplow Mailbox Hockey Day
- 24 Belly Laugh Day
- 24 National Compliment Day
- 24 Women's Healthy Weight Day
- 25 Fun at Work Day
- 25 National Preschool Fitness Day
- 25 A Room of One's Own Day
- 27 Holocaust Memorial Day
- 28 Bubble Wrap Appreciation Day
- 29 Curmudgeons Day
- 29 Freethinker's Day
- 30 Inane Answering Message Day
- 31 Inspire Your Heart With the Arts Day

Monthly Observances:

- National Clean Up Your Computer Month
- Get Organized Month
- Book Blitz Month
- Celebration of Life Month
- Shape Up US Month
- Worldwide Rising Star Month
- Oatmeal Month
- Self-Help Group Awareness Month
- Self-Love Month
- National Be On-Purpose Month
- National Glaucoma Awareness Month
- National Mentoring Month

PacBlog

6 Questions to Ask a Document Storage Provider

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/6-questions-to-ask-a-document-storage-provider>

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>

The 2019 calendars are in!

Please email us if you didn't get yours and would like one:
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 a lucky name.

Here is this month's challenge:

? F M A M J J A S O N D

What does the missing letter stand for?

Last Month's Answer to:

An electric train is going 40 mph north, the wind is blowing 60 mph south. Which way is the train's smoke blowing?

An electric train makes no smoke!

Last month's Winner:

ILIANA MARTIN

Email your answer to info@pacific-records.com

January Trivia: Tea!

1. How many years does a tea bush need to grow before its leaves can be harvested?
2. There is only one working tea plantation in the continental United States. It is located on Wadmamal Island. What city is this island outside of?
3. How many cups of tea do Americans drink each year?
4. Tea is the world's second-most consumed beverage. What is first on the list?
5. What is the art of reading tea leaves called?
6. How many different varieties of tea are there?
7. What variety of tea is flavored by the bergamot orange?
8. Which country consumes more tea per capita than any other in the world?
9. What percentage of tea is served as iced tea in the United States?
10. How much tea is in a Long Island Iced Tea?

Answers on back page!



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 for more information.

How to Leave Us Google & Yelp Reviews

Thank you for being a client of Pacific Records Management!

As the online world grows and expands, one thing we rely on for business is client reviews. These reviews help us to achieve better ranking in search engines. Would you be willing to review our company? We've provided the links below with easy instructions to submit your review.

Thanks in advance for taking the time to help us! We appreciate your business and it is a pleasure to serve you.

How to Review Us on Google

Please go to the appropriate link below for your service area:

Sacramento: <https://goo.gl/YVhD3A>

Modesto: <https://goo.gl/MU53Wp>

Stockton: <https://goo.gl/TbA9Zb>

Fresno: <https://goo.gl/hhQXMJ>



Next, sign in to Google+, and click the gray "Write a Review" button found just under our address.

You will be directed to a login screen for Google. If you are logged into your Google account, you will see a review window, and your review will be posted using your Google ID. If you do not have a Google account, click on the red "Create Account" button link at the top right to get your free Google account.

In the Review section, choose the rating that best represents your opinion of our company and the service we provide. Then in the open box area, please add a description to support your rating. Be sure to click the blue "Publish" button when you are finished.

For Yelp . . .

As the online world grows and expands, one thing we rely on for business is client reviews. These reviews help us to achieve better ranking in search engines. Would you be willing to review our company? We've provided a link below with easy instructions to submit your review

Thank you in advance for taking the time to help us! We appreciate your business and it is a pleasure to serve you.

Sacramento: <http://pacific-records.com/sacramentoreviews>

Modesto: <http://pacific-records.com/modestoreviews>

Stockton: <http://pacific-records.com/stocktonreviews>

Fresno: <http://pacific-records.com/fresnoreviews>



A Cure for Dry, Irritated Eyes

A study by a team of researchers from Ohio State University found that people who squint while staring at a computer screen have a greater tendency towards dry and irritated eyes. This is due to a reduced blinking rate, as the more you squint, the less you blink. The researchers found that people tend to squint when reading a book or computer screen, causing them to blink less. The less you blink, the more your eyes will ache or burn. In fact, the researchers found that their subjects blink half as much as those not looking at a computer screen.

Since blinking rewets the eyes, any job requiring a large amount of reading or computer use can lead to eye strain and dry eye. To help prevent this, take these easy steps:

- Reduce excessive bright light from outside and inside your room. Exterior light can be reduced by closing drapes or blinds. You can reduce interior light by using fewer light bulbs or lower intensity bulbs.

- If your computer screen has glare on it, move it so that there is no direct light coming from behind you. You can also install an anti-glare screen on your monitor. If you wear glasses, you can have an anti-reflective coating applied to them, which helps prevent glare and reflections on the back side of your lenses from reaching your eyes.

- Finally, make an effort to simply blink more often. Every 15 minutes, take a 30 second break to slowly blink your eyes several times. If you find that you are still experiencing dryness and irritation, ask your eye doctor about artificial tears or eye drops that would help.

TRIVIA QUIZ ANSWERS:

1. Three years. 2. Charleston, South Carolina. 3. 50 billion cups of tea. 4. Water. 5. Tassology. 6. Over 1,500. 7. Earl Grey tea. 8. Turkey. 9. 80 percent. 10. None—it is an alcoholic drink made with no tea.

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

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