

JANUARY SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

36 YEARS
Richard Steed

Eating Better as You Age

As you get older, physiological changes could occur that can cause a decline in taste and smell. This can affect nutritional intake and general health. If food doesn't taste or smell appetizing, we are less likely to want to eat. This is especially true if your diet is limited because of the need to reduce salt, sugar, or fat intake.

To help overcome some of these limitations, look for foods that offer new flavors. You can also add additional seasonings to your favorite foods. There are many low-sodium seasoning options that use herbs to liven things up. Choose foods that are fresh and flavorful to begin with. Vegetables should be eaten when they are fresh, and steamed to retain their flavor.

But you do need to take care. While spicy foods can taste better, they can also sometimes cause digestive upset. Balance your need for more flavor with what your body can handle without any added discomfort.

If you're missing cheese due to a low fat diet, know that a small amount of grated parmesan cheese offers a LOT of flavor!

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January Offers!

Thoughts from Richard Steed

"Every man should be born again on the first day of January. Start with a fresh page . . . and take no interest in the things that were and are past."

—Henry Ward Beecher

Mr. Beecher's quote sounds good to me. January seems a great time to let go of those thoughts about the past that sometimes weigh on us. Start with a fresh page . . . I like the sound of it. We can use the freed up mental energy to focus on something new, expanding our horizons (as we work on the other "expanding" that likely took place around our waistlines this past month!).

It's a great time to start a new hobby, take a class, volunteer at the local school or non-profit in your neighborhood. Hey, how about starting your own YouTube Channel? Teach other people about that new hobby you've taken up! Think about your talents and how to use them in new ways.

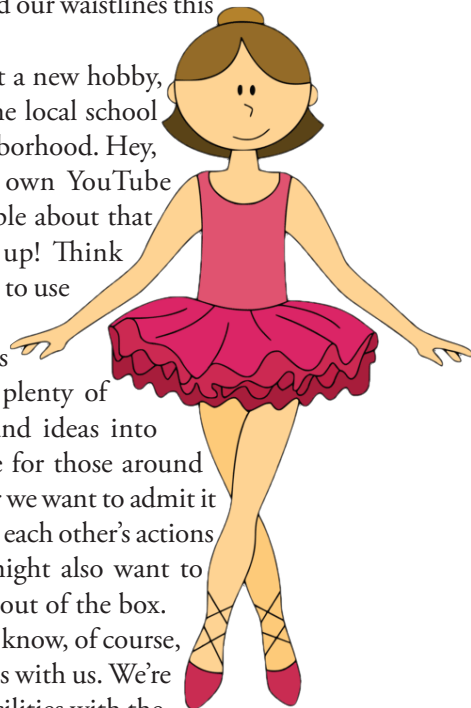
With these short days and long nights, we have plenty of time to put our dreams and ideas into action. It's a good example for those around you as well. We are, whether we want to admit it or not, creatures who watch each other's actions and ponder whether we might also want to consider trying something out of the box.

Speaking of boxes, you know, of course, that yours are in good hands with us. We're constantly updating our facilities with the most secure and trustworthy systems out there. Keeps us on our toes! Speaking of toes . . . have you ever thought about taking up ballet? I haven't. But since you don't have to worry about the security of your most vital information assets, you'll have time to enjoy whatever new interests you decide to take up in 2022.

We thank you for your patronage and wish you an exciting, fresh and interesting twelve months ahead.

Happy New Year!

Richard



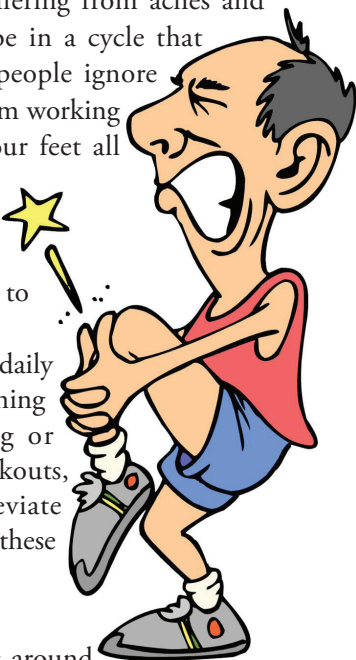
SHRED 6 DRIVES FOR THE PRICE OF 5

One (1) Hard Drive shredded FREE for every five (5) you bring in during the month of January!

Beating the Chronic Pain Cycle

If you find that you are suffering from aches and pains every day, you may be in a cycle that develops over time. Many people ignore the daily pains that come from working at a computer, being on your feet all day, or other occupational hazards. But if these pains are not addressed, you can end up with irreparable damage to your body.

There are many causes of daily pain, including body positioning at work, too much sitting or standing, injuries from workouts, or even stress. To help alleviate some of these concerns, try these techniques:



Move around.

Getting up and moving around during the day helps your circulation and keeps your muscles healthier. If you have a sedentary job, try to get up at least once every two hours for a short walk or some moderate stretching.

Consider your posture.

Poor posture can easily lead to chronic pain. When sitting, don't slump your shoulders forward. You should also have an ergonomic workspace if possible. If you are behind the wheel for much of the day, you still need to concentrate on good posture. Place your seat in a position that allows you to easily reach the pedals without having the steering wheel too close to your chest. Sitting up straight, even in the car, can help with those aches and pains.

Talk to your doctor.

If you find that you are doing everything right (a good workstation, frequent breaks, good posture, stretching before exercising) and you still are suffering from daily pain, you should talk to your doctor. He or she can help develop a plan to give you the tools you need to cut back on the stress on your body and begin to heal before more damage is done.

Green Living:

Before you throw away all those boxes that came with your Christmas presents this year, consider how you can reuse them. Many small boxes can be reused as storage boxes in drawers or closets. To save a product box to use for shipping something else later, simply take the box apart at the seams. Turn it inside out and tape the box back together. Most product boxes have no printing at all on the inside, so this gives you a nice clean box to use for shipping.

January Holidays and Events

Daily Observances:

- 1 New Year's Day
- 2 Happy Mew Year for Cats Day
- 2 National Motivation and Inspiration Day
- 2-8 Someday We'll Laugh About This Week
- 3 Fruitcake Toss Day
- 3-9 New Year's Resolutions Week
- 3-9 Women's Self-Empowerment Week
- 4 Trivia Day
- 5 Twelfth Night
- 6 Epiphany
- 6 Cuddle Up Day
- 7 I'm Not Going to Take It Anymore Day
- 8 Show-And-Tell Day at Work
- 9-15 Home Office Safety and Security Week**
- 10 National Clean Off Your Desk Day
- 11-17 Cuckoo Dancing Week
- 12 National Pharmacist Day
- 13 Make Your Dream Come True Day
- 14 Dress Up Your Pet Day
- 15 National Hat Day
- 16 Religious Freedom Day
- 16-22 Healthy Weight Week
- 17 Martin Luther King, Jr. Day
- 18 Thesaurus Day
- 18-25 Week of Christian Unity
- 19 National Popcorn Day
- 20 Get to Know Your Customer Day
- 21 National Hugging Day
- 21 Squirrel Appreciation Day
- 22 Answer Your Cat's Question Day
- 22 Celebration of Life Day
- 23 National Pie Day
- 23 National Handwriting Day
- 23-29 National Handwriting Analysis Week
- 24 Belly Laugh Day
- 24 National Compliment Day
- 24-28 Clean Out Your Inbox Week
- 25 National Speak Up and Succeed Day
- 26 Spouse's Day
- 27 Punch the Clock Day
- 28 Fun at Work Day
- 29 Curmudgeons Day
- 29 Freethinker's Day
- 29 National Seed Swap Day
- 30 Inane Answering Message Day
- 31 Inspire Your Heart With the Arts Day

Monthly Observances:

- National Clean Up Your Computer Month
- National Get Organized Month

PacBlog

5 Questions to Ask Your Document Scanning 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/5-questions-to-ask-your-document-scanning-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>

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 did the duck say when he finished shopping?

Last Month's Answer to:

Where do snowmen go to dance?

A Snow Ball!

Last month's Winner:

ALAYNA RUDI

RECORDS COORDINATOR

Email your answer to info@pacific-records.com

A Healthy Lunchbox

Packing your lunch can save you lots of money in the long run. It also allows you to eat healthier during the week, but only if you pay attention to what goes into your lunchbox. It is easy to throw in processed food or chips and candy to fill out your lunch. There is a better way, however. With these easy ideas, you can boost your nutrition during the week without a lot of extra work.



First, think about increasing veggies. Spend a few minutes on the weekend to cut up some fresh vegetables into bite-sized portions for the entire week. Carrot sticks, broccoli, and peppers are great with a small container of dip. You can also add shredded veggies to tuna or chicken salad. Top your sandwiches with a lettuce leaf and a tomato slice for an easy addition.

Next, think about your beverage choice. Instead of throwing in a can of high-calorie soda, bring a bottle full of water or flavored tea. Even juice is a better choice. If you want some fizz in your drink, pack a can of sparkling water and some fruit juice. Mix them together for a healthier lunch drink.

A small bag of chips is easy to grab, but really isn't a healthy choice. Instead pack whole-wheat pretzels or crackers. You can also eat some string cheese or a hard-boiled egg instead of high fat chips.

Finally, don't give up dessert. Instead of a candy bar, pack some fruit for a sweet ending. Strawberries, oranges, and grapes are great lunchbox treats. Try some dried fruit like apples or apricots if you don't have the time to wash and cut up your fruit. You can also pack a container of yogurt for a convenient healthy option.



"He got his start from a viral YouTube video."

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The Types of Records to Store Offsite

The concept of utilizing offsite storage for records has continued to become a more sensible solution to freeing up space while still keeping files accessible. The development of technology and the availability of Scan On Demand has made the need to have physical records at your fingertips less necessary. What types of records should be stored offsite is often determined by regulations and frequency of use. Inactive records with extended retention periods can go into archival storage, and more-frequently-used records can go into active file storage. These include the following:

Business tax returns and supporting documents must be kept for at least seven years, and you may be advised to retain certain records for a longer period, so these are documents worth storing offsite.

Employment records, particularly of employees that are no longer actively employed, can be stored offsite until their required retention period is met. Current employee records can be kept on-site at your facility or in active file storage.

Client records will be dependent on what type of clients and how active your contact with them is. Storing client records offsite, especially for less-active clients, can work well since records can be accessed 24/7 with search and access capabilities with electronic delivery.

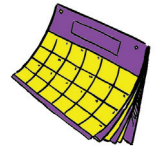
Backup copies of records, historical documents, and other paper documents can all be stored offsite. Any original documents that legally require original signatures and are regularly referred to should be kept onsite.

Before storing anything offsite, check California and federal laws and work with your records management company to decide which records you will need constant access to, which you only need once in a while, and which can be archived.



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



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:

www.yelp.com/biz/pacific-records-management-sacramento-5

Modesto:

www.yelp.com/biz/pacific-shredding-modesto

Stockton:

www.yelp.com/biz/pacific-records-management-stockton

Fresno:

www.yelp.com/biz/pacific-shredding-fresno

"An optimist is the human personification of spring." —Susan J. Bissonette

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