

## JANUARY SERVICE AWARDS

*Celebrating Pacific Employee Anniversaries*

**40 YEARS**

Richard Steed

**37 YEARS**

Shelly Haynes

**22 YEARS**

Richard Colwell

**5 YEARS**

Matthew Tudor

**1 YEAR**

Immanuel Bailey

*“Though no one can go back and make a brand new start, anyone can start from now and make a brand new ending.”*

— Carl Bard

### What's Inside This Month?

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*Preparing for Tax Time with Document Management Best Practices*

*January Offers!*

## *Thoughts from Richard Steed*

January has a quieter confidence than the months around it. After the sparkle of December fades and the decorations come down, there's



a calm that settles in—cleaner, simpler, and a little bracing. The calendar is blank again, the coffee tastes especially necessary, and the year stretches out ahead of us like fresh snow without footprints.

There's something refreshing about that emptiness. January doesn't ask us to perform or celebrate; it asks us to reset. We take stock of what worked, what didn't, and what we're quietly relieved to leave behind. It's a month for realistic intentions, modest improvements, and small victories that don't need announcing.

This is also the time when many of us rediscover the satisfaction of order. Desks get cleared, inboxes trimmed, and that mysterious pile that grew over the holidays finally gets addressed. It's not dramatic work, but it's grounding. Starting the year with a sense of control—even over small things—can set the tone for everything that follows.

In the records management world, January feels especially appropriate. It's when policies get reviewed, retention schedules dusted off, and last year's loose ends neatly tied up. There's a quiet pride in knowing that information is where it belongs, protected, accessible, and no longer taking up space it doesn't need. It's organization not for its own sake, but for clarity and confidence moving forward.

January doesn't need fireworks or fanfare. Its strength lies in possibility and preparation. It reminds us that progress doesn't have to be loud to be meaningful, and that a well-organized start makes everything ahead feel more manageable.

So here's to January 2026—the month of fresh starts, steady resolve, and putting the right things in the right place. May it bring clear minds, calm days, and a year that builds beautifully from

*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!

## How to Review Us on Google

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.

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

Sacramento: [bit.ly/sac-review](http://bit.ly/sac-review)

Modesto: [bit.ly/mod-reviews](http://bit.ly/mod-reviews)

Stockton: [bit.ly/sto-review](http://bit.ly/sto-review)

Fresno: [bit.ly/fres-review](http://bit.ly/fres-review)



You will be directed to a login screen for Google. If you're 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 blue "Create account" link to create one.

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 "Post" button when you're finished.

### Go Green In January



January is a natural reset point, which makes it a good month to adopt greener habits that can last all year. With cold weather driving up energy use, small adjustments matter—set the thermostat a bit lower, rely on layers and blankets, and make sure vents and radiators aren't blocked by furniture. Shorter days mean more lighting, so replacing frequently used bulbs with LEDs can pay off quickly. Post-holiday cleanup also presents an opportunity. Break down and reuse shipping boxes, recycle cards and paper goods, and responsibly dispose of old electronics instead of letting them gather dust. If you're organizing closets or storage areas, donate usable items rather than throwing them out. January is also a good time to review everyday routines. Switching to paperless billing, reducing water waste, or keeping reusable bags and mugs within reach can quietly reduce your footprint. Thoughtful changes made now can simplify daily life while setting a more sustainable tone for the months ahead.

## Trivia Quiz Answers

1) Beginnings and endings; 2) Garner; 3) Canis Major; 4) Perihelion; 5) Reduced solar angle; 6) Carnation; 7) Alpine skis; 8) Epiphany; 9) Indian Ocean; 10) January thaw

## January Holidays and Events

### Daily Observances:

- 1 New Year's Day
- 1-7 New Year's Resolutions Week
- 2 Happy Mew Year For Cats Day
- 4 World Braille Day
- 4-10 Home Office Safety and Security Week**
- 5 Twelfth Night
- 7 International Programmers Day
- 8 Show-and-Tell Day at Work
- 9 National Cassoulet Day
- 10 National Cut Your Energy Day
- 12 National Clean Off Your Desk Day
- 13 Poetry at Work Day
- 15 Get to Know Your Customer Day
- 16 Religious Freedom Day
- 17 Kid Inventors Day
- 19 Martin Luther King, Jr. Federal Holiday
- 19-23 Healthy Weight Week
- 25-31 Clean Out Your Inbox Week
- 20 Rid the World of Fad Diets and Gimmicks Day
- 21 National Hugging Day
- 22 Women's Healthy Weight Day
- 23 National Handwriting Day
- 23 National Pie Day
- 24 Belly Laugh Day
- 25 World Leprosy Day
- 26 Bubble Wrap Appreciation Day
- 28 Data Privacy Day**
- 29 Curmudgeons Day
- 30 Fun at Work Day
- 31 Inspire Your Heart with the Arts Day

### Monthly Observances:

- Get Organized Month
- International New Year's Resolutions Month for Businesses
- National Clean Up Your Computer Month
- Book Blitz Month
- Celebration of Life Month
- Get a Life Balanced Month
- International Brain Teaser Month
- International Child-Centered Divorce Awareness Month
- International Creativity Month
- International Wayfinding Month
- International Wealth Mentality Month
- National Be On-Purpose Month
- National Glaucoma Awareness Month
- National Hot Tea Month
- National Mentoring Month
- National Personal Self-Defense Awareness Month
- National Poverty in America Awareness Month

## PacBlog

### The Paperless Office: Your Path to Digital Records Management Success

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/the-paperless-office-your-path-to-digital-records-management-success/>

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 is a pirate's favorite subject in school?**

**Last Month's Answer to:**

*Why did the golfer bring an extra pair of pants?*

**In case he got a hole in one!**

**Last month's Winner:**

**JANESSA MALOUGH**

**\*\* CONGRATULATIONS \*\***

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

## Trivia Quiz: All About January!

With a new year underway and winter at its peak, January invites reflection, resilience, and fresh beginnings. Test your midwinter knowledge!

1. January is named after Janus. In Roman mythology, what was Janus the god of?
2. What is January's traditional birthstone, often associated with protection and strength?
3. Which constellation, featuring the bright star Sirius, dominates January night skies?
4. What annual astronomical event occurs in early January and brings the year's closest approach of Earth to the Sun?
5. In the Northern Hemisphere, January is typically the coldest month due to what atmospheric factor?
6. What flower is traditionally associated with January and symbolizes remembrance?
7. What winter sport features events such as slalom, giant slalom, and downhill?
8. What traditional January observance marks the end of the Christmas season on January 6?
9. Which ocean experiences its warmest surface temperatures in January?
10. What term describes a period of unusually warm winter weather?

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



**"Why do people insist on coming to work when they're sick?"**

## 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.



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# ***Preparing for Tax Time with Document Management Best Practices***

Tax season doesn't have to be stressful. For Sacramento-area businesses, the key to smooth sailing through tax time lies in solid document management practices implemented well before April rolls around.

## **Start with a Clear System**

The foundation of stress-free tax preparation is knowing exactly where every document lives. Create designated physical and digital folders for tax-related materials. Consider categories like receipts, invoices, bank statements, payroll records, and expense reports. When everything has its place, you'll spend less time hunting and more time focusing on your business.

## **Keep What Matters**

The IRS recommends retaining tax records for at least three years, but certain documents deserve longer shelf lives. Employment tax records should stick around for four years, while property records need safekeeping for as long as you own the asset plus seven years after disposal. Asset purchase documentation, major contracts, and legal filings fall into the "keep indefinitely" category.

## **Go Digital When Possible**

Digital document management transforms tax preparation from nightmare to manageable task. Scanning receipts as you receive them prevents the scramble to locate faded thermal paper come tax time. Cloud-based storage solutions offer the added benefit of accessibility—your accountant can review documents without scheduling an office visit.

## **Secure Your Sensitive Data**

Tax documents contain some of your most sensitive business information. Whether you're maintaining physical files or digital records, security must be top priority. For paper documents, invest in locking file cabinets with restricted access. Digital files require encrypted storage, strong passwords, and regular backups. Never store tax documents in easily accessible locations like your desktop or unsecured cloud folders.

## **Establish a Regular Review Schedule**

Don't wait until tax season to organize. Schedule monthly reviews of your financial documents. This habit helps you catch missing receipts, identify discrepancies early, and maintain accurate records throughout the year. Your future self and your accountant will thank you.

## **Know When to Let Go**

Document retention is important, but keeping papers forever creates unnecessary clutter and potential security risks. Once documents exceed their required retention period, dispose of them properly. Standard recycling won't cut it for sensitive financial information. Professional shredding services ensure your confidential business data doesn't fall into the wrong hands.

## **Partner with Professionals**

Sometimes the smartest move is recognizing when you need help. Professional document management services can implement systems tailored to your business needs, ensuring compliance with retention requirements while keeping your office organized. For documents that have served their purpose, secure destruction services provide peace of mind that sensitive information stays protected.

Tax season in California comes with enough complexities without adding document chaos to the mix. By implementing these document management practices now, you're setting yourself up for smoother tax preparation, better financial oversight, and reduced stress when deadlines approach.

Ready to streamline your document management? Start small and dedicate one afternoon to organizing last year's tax documents. That simple step will make next season infinitely easier.



## ***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](mailto:info@pacific-records.com)



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NEWS You Can Use is a free monthly newsletter from your friends at  
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