

JULY SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

5 YEARS

Robert Martinez

Green Living: Dealing With Ants



Trouble with ants? Instead of reaching for that can of insecticide, first consider whether you truly do have a problem. Many people panic in the springtime when

melting snow and seasonal rain cause the water table to rise, and they see a few ants in their house. But oftentimes, if you simply wait a few weeks, the ants will return to the ground as the water table drops back down.

If you do believe ants are making a nest in your house, then one of the cheapest and best solutions is to mix some boric acid with some sugar and let the ants carry the bait back to their nest. The boric acid will kill the ants right inside the nest and stop the damage they're causing.

An even cleaner solution is to pour boiling water into the nest—if the nest is accessible, and this can be done safely without causing water damage elsewhere in your home. Boiling water is also a good idea for outside nests that are causing trouble in your garden.

Thoughts from Richard Steed

July is finally here . . . which means SUMMER!

Sure, we all know summer really began on June 20th, but July marks Summer-for-Real with Independence Day celebrations kicking off the season's festivities.

Fireworks anyone?

When I think of July, I think about enjoying longer days with friends and family, relishing pleasant strolls on warm summer nights, and

dusting off the ol' grill for the summer's premier barbecue!

Burgers anyone?

Hot dogs?

Corn on the cob???

The upcoming months are sure to bring many pleasantries, and maybe even some fond memories of summers past, sure to inspire nostalgia. Maybe even a distant childhood memory to warm you on one of those crisp late-July nights.

And July's "natural fireworks"—those rare passing thunderstorms—will also be a welcome treat, especially this year!

So what are you waiting for? Go ahead . . . compose that out-of-the-office-until vacation response for your emails and take that well-deserved time off. Enjoy your vacation with the peace of mind that comes with knowing your business's most confidential records are in our safe hands.

Eat too much.

Take long walks.

Worry about nothing.

We've got you covered.

Have a great summer!



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Richard

"He or she who is willing to be the most uncomfortable is not only the bravest but rises the fastest."
— Brené Brown

What's Inside This Month?

Thoughts from Richard Steed

How to Clean Out Your Refrigerator

Trivia Quiz: Hot Dogs!

Want to Win a \$25 Amazon Gift Card?

Spring Cleaning & Records

Management Go Hand-in-Hand

Making Life Meaningful

July Offers!

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 July!

How to Clean Out Your Refrigerator

Have you noticed a funny smell every time you walk into your kitchen? Do you have more things growing in jars than a science lab does? Do you sometimes wonder about the original contents of those tupperware containers at the back of your fridge? It might be time to give your refrigerator a good cleaning out! Here's the best way to get the job done.



Begin by making a note of your fridge's current dial setting and turning the temperature control to "OFF." Take everything out of your refrigerator. Throw away any food that is old, spoiled, or moldy.

Take out all the removable parts from the refrigerator, including the shelves, racks, and drawers. These parts should all be hand washed in warm soapy water. Be sure to only use a mild dishwashing detergent. Let the shelves, racks, and drawers drain on a towel or dish rack while you clean the inside of the refrigerator.

Using warm, soapy water and a sponge or dishcloth, wash the inside of the refrigerator starting at the top of the compartment. Don't forget the inside of the door and any compartments or racks on the door. Rinse the inside of the refrigerator compartment with clean water and let it dry completely.

When the inside of the refrigerator and all the shelves and drawers are clean and dry, replace the shelves and drawers. Clean the outside of the refrigerator again with a mild soapy solution. Don't forget the gasket (the rubber molding around the door). If this gasket is particularly dirty, use an old soft toothbrush to get in all the crevices. If your refrigerator has a drip pan underneath, remove it to clean. Vacuum the condenser coils, usually located in the front of the refrigerator behind a metal plate near the floor, several times a year.

To keep your refrigerator smelling sweet, place an opened box of baking soda in both the freezer and refrigerator compartment. You can now restock your refrigerator. Don't forget to turn your refrigerator back on, and set it to its previous setting! And don't be surprised if it runs a lot longer than usual as the compartments return to their proper temperatures.

Hopefully, you'll no longer hear those thoughts running through your mind when you see tupperware containers in your fridge: "Now, what was this?"

July Holidays and Events

Daily Observances:

- 2 Lee Resolution passed unanimously by the Second Continental Congress, 1776
- 3 Compliment Your Mirror Day
- 3 Stay Out of the Sun Day
- 4 Independence Day
- 6 Take Your Webmaster to Lunch Day
- 7 Father-Daughter Take a Walk Together Day
- 7 Tell the Truth Day
- 9 Bald is In Day
- 10 Don't Step on a Bee Day
- 11 International Town Criers Day
- 11 World Population Day
- 13 Embrace Your Geekness Day
- 13 Gruntled Workers Day
- 16 National Woodie Wagon Day
- 17 National Ice Cream Day
- 18 National Get Out of the Doghouse Day
- 18 Nelson Mandela International Day
- 20 Take Your Poet to Work Day
- 22 Rat Catchers Day
- 23 Hot Enough For Ya Day
- 23 National Day of the Cowboy
- 24 Auntie's Day
- 24 Cousins Day
- 24 National Drive-Thru Day
- 24 National Tell an Old Joke Day
- 27 National Korean War Veterans
- 27 Take Your Houseplants for a Walk Day
- 27 Walk on Stilts Day
- 28 World Hepatitis Day
- 30 International Day of Friendship
- 30 World Day Against Trafficking in Persons

Monthly Observances:

- National Grilling Month
- National Hot Dog Month
- Bioterrorism/Disaster Education and Awareness Month
- Cell Phone Courtesy Month
- Herbal/Prescription Interaction Awareness Month
- International Alopecia Month for Women
- International Zine Month
- National Doghouse Repairs Month
- National Horseradish Month
- National Ice Cream Month
- National Make a Difference to Children Month
- National Minority Mental Health Awareness Month
- National Park and Recreation Month
- National Vacation Rental Month
- Women's Motorcycle Month
- Worldwide Bereaved Parents Awareness Month

PacBlog

5 Benefits of a Paperless Workflow

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-benefits-of-a-paperless-workflow>

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.

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**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 the largest amount of money in US coins you can have without being able to make change for a dollar?

Last Month's Answer to:

What do you call a snowman in the summer?

"A Puddle"

Last month's Winner:

**LORI STRALEY
CONGRATULATIONS!**

Email your answer to info@pacific-records.com

Trivia Quiz: Hot Dogs!

July is National Hog Dog Month. How much do you know about one of America's favorite treats? Test yourself with this hot dog trivia quiz.

1. How many hot dogs does each American consume on average each year?
2. What has been held on Coney Island every Independence Day since 1916?
3. What percentage of hot dogs sold are low-fat or fat-free?
4. The Oscar Mayer Wienermobile weighs as much as how many hot dogs?
5. Three U.S. Presidents have served hot dogs at official White House functions. Who were they?
6. What is the most popular hot dog topping?
7. Why are hot dogs packed ten to package?
8. Joey Chestnut set a world's hot dog eating record by consuming how many hot dogs in 10 minutes?
9. True or False: Hot dogs are always precooked.
10. In which city are more hot dogs eaten than any other city?

Answers on Back Page!



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Spring Cleaning & Records Management Go Hand-in-Hand

It's human nature to need motivation to do something unique. We lean on New Year's Day to encourage ourselves to make resolutions, anniversaries for a reason to celebrate and remember special events, and designated holidays to take time off.

Even if you're meticulous in your organization's records management routine, you're well aware of areas that get behind or pile up that need your attention . . . someday. So, when do you stop and initiate that much-needed tidy-up—or safer to say, full reorganization—of your department's records?

Spring cleaning is how we clean away Winter's mess and makes a great excuse for an annual Records Management Spring Clean. Choose a week or a month in Spring for the staff to focus on “catching up,” and benefit from:

- Purging files to be moved or shredded
- Removing and reorganizing files that include emails, reports, receipts, and physical files
- Scheduling a training session to get updated or learn something new
- Tying it into physically cleaning your workspace or records department
- Celebrating your profession as administrators
- Cultivating a sense of community and creating memories as a team

Spring is a great time to get your records management affairs in order as you begin a new year. Upon completion, no matter what it includes, spring cleaning creates a fresh clean feeling that motivates you to keep moving ahead.

Making Life Meaningful

Often we go through life on autopilot—taking the same way to work, sticking to the same routine, and not fully noticing things around us. It is everyone's goal to find purpose and meaning in life. Here are some simple steps you can take to help make your life more meaningful.

Be Grateful

Look at your life and take stock of all the good things. Try to take time each day to be thankful for all you have, from basic food and shelter to the love of friends and family. We sometimes forget in our daily struggles to be grateful for our bounty in life. A good practice, especially when you're feeling blue, is to sit down with pad and pen and write out a gratitude list. By the time you're halfway through, you won't feel so blue anymore!

Vary Your Routine

If you find yourself doing the same things everyday, try to vary your daily life. You will open your eyes to a new perspective and will avoid the monotony of repetition. This can be as simple as taking a new way to work, varying your lunch routine, or reading or playing music instead of watching TV. As you make these changes, really pay attention to the world around you, and you may be surprised at how different every day can be.

Live in the Moment

It is easy to get caught up in mulling over the past or planning for the future. This leaves little time to spend in the here and now. Try to appreciate what you are doing each moment. Enjoy your family and friends and see the beauty of the little things in your life. Your appreciation for life will increase as you savor each element of your day.

Turn off the News

Stop watching news programs of any type. These programs are designed to elicit an emotional response from you, often anger or fear. Psychology studies have shown that humans become addicted to receiving their daily dose of these negative emotions, and news directors know this. Stop allowing them to play games with your mind and you'll soon see how much better you feel. Don't believe it? Try a one week “news fast” as suggested by Dr. Andrew Weil in his book *Eight Weeks to Optimum Health*.

TRIVIA QUIZ ANSWERS:

1. 60. 2. Nathan's Famous Fourth of July Hot Dog Eating Contest. 3. 10 to 15 percent. 4. One million hot dogs. 5. Franklin D. Roosevelt, Jimmy Carter, and Ronald Reagan. 6. Mustard. 7. Because ten hot dogs equals one pound. 8. 69. 9. True. 10. New York.

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